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ABSTRACT

Policy statements are adopted within the American Library Association (ALA) by the council, the Divisions, and the Executive Board. This collection includes statements adopted from 1940 through December 1969. Additional policies, adopted by different bodies, can be found in other compilations such as: the ALA Constitution and Bylaws, the Awards Manual, the Conference Manual, and the manuals dealing with personnel and management at Headquarters. This edition of ALA Policies, Procedure, and Position Statements was compiled by the ALA Policies Division Committee assisted by the Headquarters staff. (Author/NH)

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AMERICAN LIBRARY ASSOCIATION

Policies
Procedures
and Position Statements

SECOND EDITION

LI 003 702

American Library Association
Chicago 1970

ALA POLICIES, PROCEDURES, AND POSITION STATEMENTS

Policy statements are adopted within ALA by the Council, the Divisions, and the Executive Board. This collection includes statements adopted from 1940 through December 1969.

It should be noted here that additional policies, adopted by different bodies, are to be found in other compilations and not in this volume. The other collections include: The ALA Constitution and Bylaws, the Awards Manual, the Conference Manual, and the manuals dealing with personnel and management at Headquarters.

This compilation is being issued in loose-leaf form and additions for insertion will be forwarded each year to Councilors and others.

The ALA Policies Revision Committee, assisted by the Headquarters staff, compiled this edition of ALA Policies, Procedures, and Position Statements. Members of the Committee are: Herman Henkle, William R. Roalfe, and Alex Ladenson, Chairman.

David H. Clift
Executive Director
American Library Association

June, 1970

AFFILIATION

National Library Associations

VOTED, That the properly constituted authority of the ALA take necessary steps to extend a welcome to all national library Associations for participation in the American Library Association, whether as divisions or affiliates, but preferably as divisions.

Adopted July 9, 1951, ALA Council

Criteria and Conditions

1. The character and purpose of the organization should be thoroughly understood, and the purpose should be relevant to those of ALA.
2. A list of the officers, Board members, and other affiliated or endorsing organizations must be submitted to ALA.
3. Where the purpose of the organization is relevant to the work of an ALA board or committee, the proposed affiliation or endorsement shall be first submitted to that board or committee for its opinion.
4. If endorsement or affiliation involves any obligation on the part of ALA such as services, representation at meetings or dues, those obligations must be clearly understood, and considered in the light of value received and any burden they might place on ALA's program.
5. The results of the above will then be presented to the Executive Board for decision.

Adopted June, 1953, ALA Executive Board

AWARDS

Presentation

VOTED, That insofar as possible and feasible... (a) Any award in a field covered by one of ALA's divisions shall be presented at a session of the appropriate division. In general no recognition of these awards will be made at general sessions. (b) General awards shall be presented at general sessions. The chairman of the Committee on Awards shall read a citation of no more than 300 words. The presentation of the award shall be made by ALA's presiding officer. The recipient shall make no speech of acceptance. (c) In general, no donors of awards shall be invited to present awards. In considering the acceptance of new awards, donors shall be notified of these general policies at the time of acceptance.

Adopted October 19, 1953, ALA Executive Board

ALA Goals

J. MORRIS JONES-WORLD BOOK ENCYCLOPEDIA-ALA GOALS AWARD - VOTED, That the ALA Executive Board approves the following additional procedures connected with the J. Morris Jones-World Book Encyclopedia-ALA Goals Award, as proposed by the Executive Director: (1) That the list of applications for the Award be placed each year in the Conference Registration Envelope with an announcement that the winner or winners will be announced at the Inaugural Banquet; (2) That the Award be presented at the Inaugural Banquet and that the presentation be accompanied by a suitable certificate.

Adopted November, 1965, ALA Executive Board

Administration Costs

VOTED, That the Executive Board requests the Awards Committee to add to its considerations of new awards the element of cost in administration of the award: (1) For awards from an outside donor the standard overhead should be requested (19.6%); (2) For awards by a unit of ALA the unit should estimate the costs of administration by headquarters and include this amount in the proposal for the Award and in budget requests annually or as needed.

Adopted November 2, 1967, ALA Executive Board

CHAPTERS

ALA Representation at State and Regional Meetings

VOTED, That the Executive Board favor the policy of having representatives at the meetings of state associations and regional associations when possible, and particularly when requested; that so far as is feasible, the President, and Vice President, and the immediate Past President be encouraged as part of their work to accept these invitations in order to provide the meetings with official spokesmen of the Association; that when it is not feasible for those representatives, when requested, to go, the President designate a representative, and in so far as feasible, Headquarters serve as a booking office, working out a schedule well in advance.

Adopted October 13, 1944, ALA Executive Board

ALA Support of Regional Projects

When regional library associations request American Library Association support of a foundation project, the nature of the support desired and the extent of ALA participation in and responsiblity for administration of the project will be carefully and thoroughly established.

ALA's association with such a project may be that of

1. Endorsement; or
2. Joint Submission and Joint Participation.

When *Endorsement* is requested by the regional library association, the ALA Executive Board will determine if the project is one which the ALA wishes to endorse. If this is established, ALA will support the presentation of the project through advice and counsel and by written or personal approach to foundations, making clear that this is not an ALA project. The project will be presented by and in the name of the regional association. ALA will have no responsibility for the project.

When *Joint Submission and Joint Participation* is requested by the regional library association, the ALA Executive Board will determine if the project is one in which it wishes to participate. If this is established, the project will be presented to foundations as a joint project of the ALA and the regional library association. In this case, ALA accepts an administrative and evaluative responsibility with the overhead administrative costs thus incurred to be borne by the project.

Adopted June 20, 1953, ALA Executive Board

Upon recommendation of the Exhibits Round Table -

State and Regional Meetings

VOTED, That the ALA Council asks the ALA chapters to give careful attention the the problem of conflicting meeting dates in the scheduling of state and regional association meetings and to consider suggested cooperative measures to insure better exhibits at these meetings.

Adopted January, 1960, ALA Council

Responsibilities

VOTED, That the Council approves the following recommendations of the ALA Executive Board (and Committee on Constitution and Bylaws): (1) That a chapter be required to file with ALA a copy of its constitution and bylaws and amendments to them, and that the ALA constitutional provision requiring ALA certification of a chapter's constitution and bylaws be rescinded; (2) That a statement of summary of conditions governing chapter affiliations as they are stated in various ALA policies and Constitution and Bylaws, be sent to each chapter for its acceptance as a certified statement of agreement between the chaper and ALA; (3) That in addition to the present provisions which allow for ALA to dissolve a chapter, provisions be made for a means whereby a chapter may withdraw from chapter status.

(Requirements 1 and 3 have since been written into the Bylaws and only #2 stands as policy not covered elsewhere in the documents of the Association.)

Adopted January, 1964, ALA Council

COMMITTEES

ALA Staff Assignments

In the interest of furthering the program of the American Library Association, the activities of the Boards and Committees will need, from time to time, the assistance of members of the Headquarters staff. In assigning Headquarters staff to the work of the boards and committees, the total demands of the ALA program must be given due consideration. The extent of the assignment of ALA Headquarters staff to assist in the work of ALA boards and committees shall be the administrative responsibility of the ALA Executive Director. Such assignments will normally be made annually and will take into consideration the program presented by the board or committee and staff requirements needed to support other activities.

Adopted June 29, 1952, ALA Executive Board

Expenses

"We recommend that each division be assigned funds for committee expenses, the total being based on the number of divisional and sectional committees multiplied by a standard amount per unit, except that committees needing larger than standard amounts must present specific statements of financial need. It is further recommended that ALA committees be financed on this same basis."

Adopted November 10, 1956, ALA Executive Board

Definition of Terms

The following definitions of terms and restrictions on an individual member's responsibilities within the Association was adopted by the ALA Council, June, 1969:

(A) Glossary of Organizational Terms - types of committees

Standing - A standing committee is a committee with long-term objectives so closely interwoven with the total program and development of policy of the Association and/or its subdivisions that it should have a continuing life.

Special - A special committee is a committee established to study various aspects of policy, planning and administration. It should have a specific assignment and make recommendations based on that assignment. Its life should depend on the need for continued study in its area of assignment but in accordance with the Bylaws it is normally limited to a two-year existence.

Ad Hoc - An ad hoc committee is a committee appointed to pursue a designated project to a specific goal within a specific time period. The life of the committee ends at the end of that specific time or at the conclusion of the project.

The following kinds of committees will be one of the three types defined above: Standing, Special or Ad Hoc, depending on the life and objectives of the committee established -

Advisory - An advisory committee evaluates programs, policies or projects and recommends courses of action. It may function either within the structure of ALA or with an outside organization.

Coordinating - A coordinating committee receives information from two or more sub-units and supervises the integration of the work of those units.

Interdivisional - An interdivisional committee, composed of members from two or more divisions of the Association, promotes projects or programs in which there is overlapping interest.

Joint - A joint committee develops and carries out programs of mutual interest, exchanges information, or discusses matters of mutual concern with an organization or organizations outside ALA.

Subcommittee - A division subcommittee of an ALA standing committee is defined in the Bylaws, Article IX, Sec. 2(c). Subcommittees elsewhere in the ALA structure may be formed by a parent group to carry out specific duties. Such subcommittees do not have a separate life and must report to the parent committee for action. They can be abolished by decision of the parent committee.

Committee and Board Service

Membership Restrictions

Any member of the Association may serve simultaneously on no more than three committees; or, on one governing board/committee, excluding Council, and on two committees. Governing board/committee responsibilities which entail ex officio membership on other governing boards or committees are not in conflict with this policy.

(This recommendation if approved by Council will take effect immediately for committee appointments and upon expiration of the term for which an officer was elected. These limitations are compatible with the following, adopted by Council at Kansas City: "That no person shall accept nominations or appointments which could result in simultaneous service in any two or more of the following categories of office: 1) President of a division, 2) President-elect of a division, 3) Chairman of a Section of a division, 4) Chairman-elect of a Section of a division, 5) Chairman of an ALA committee.")

Members of all ALA and unit committees are expected to attend all meetings, and failure to attend two consecutive meetings or groups* of meetings without an explanation acceptable to the chairman constitutes grounds for removal upon request by the chairman to and approval of the appropriate appointing officer or governing board.

* "Groups of meetings" is defined as all meetings of a committee that take place at one Midwinter or Annual Conference.

Reappointment to a committee shall be based on activity and contribution of the committee member.

(When the Council of the American Library Association adopted the Committee on Organization "Position Paper on Reorganization of the American Library Association" at Midwinter in 1969, that adoption constituted a mandate to the Committee on Organization to develop specific guidelines in order to implement that position paper. These recommendations for action will fulfill the requirements of two of the recommendations in the position paper: (1) Adopt a pattern for standardization of committee structure and terminology within ALA divisions, committees and other units, and (2) Limit the number of ALA and unit offices and committee appointments that an individual may occupy simultaneously in order to insure greater involvement and better use of more members in Association activities. Committee reappointment should be based on activity and contribution as a committee member and should not be automatic.)

CONFERENCES AND MEETINGS

Exhibits

In order to enable the ALA conference management to operate within the budget approved by the Executive Board, certain regulations with respect to exhibit space assigned to professional groups are necessary. The following statement approved by the Executive Board is promulgated for the information and guidance of all concerned.

Recognizing exhibits at annual conferences as a means of assisting committees and other ALA groups in the prosecution of their work, the Association is under obligation to provide a reasonable amount of space for such exhibits at each conference.

The amount of such space set aside any one year is determined by the exhibit management in view of the total amount of space available, the amount of revenue budgeted, obligations to commercial exhibitors, and of the limitations of the conference expenses budget.

The amount and location of space to be assigned to any one group is also determined by the exhibit management which is charged with the responsibility of dealing as considerately and impartially as possible with all requests from committees, boards, and other groups within the Association. When space is limited groups may be required to share a single booth.

No rental fee is charged for space assigned an ALA group and the Association meets the expense of setting up the regulation backwall for the equivalent of not more than one booth.

All groups having their own funds (whether from dues, grants, or appropriations) are called upon to cover fees for rental of such booth furnishings as they may select if the furnishings have to be rented. Such groups are also called upon to defray the expense of setting up backwalls in excess of the one unit provided by the Association.

No rental fee for space may be accepted from any professional group within the Association for the purpose of granting preference over other groups in the allocation of exhibit space.

The exhibits of professional (non-library) organizations and of government agencies are accommodated with as liberal allowance a possible, provided, however, that the courtesies extended such groups do not unduly influence efforts to accommodate groups within the Association itself.

Adopted October 8, 1940, ALA Executive Board

Non-Discrimination

ALA Council policy adopted in 1936: "In all rooms and halls assigned to the American Library Association hereafter for use in connection with its conference or otherwise under its control, all members shall be admitted upon terms of full equality."

In accordance with this policy the following paragraph is included in all our contracts: "To guarantee that every member of the ALA regardless of race will be furnished with equal facilities and privileges in meetings and meal functions in all rooms and halls assigned to the Association for use in connection with its Conference, or otherwise under its control."

ALA Executive Board's interpretation of the above Council policy as of January 23, 1949:

1. In all meeting rooms under ALA control there shall be:
    a. No segregation within the room.
    b. Meetings shall include receptions of any kind and informal committee meetings.
    c. No discrimination at meal functions in rooms officially under ALA control.

2. All members shall have access to rooms over which ALA has control by:
    a. Unrestricted use of all public entrances and exits.
    b. Unrestricted use of all public stairways and elevators.

3. In selecting a meeting place the following questions should be asked for the information of all ALA members:
    a. Will members be admitted, regardless of race or color, to public restaurants and to public dining rooms not under ALA control?
    b. Is there discrimination in housing, in hotels or other public places?

Reaffirmed November, 1957, ALA Executive Board

Midwinter Meeting

VOTED, That the ALA be responsible for scheduling at Midwinter only meetings and meeting places for Council, boards and committees, and that there be no program, general business, or membership meetings of the divisions, sections, or round tables.

Adopted July 14, 1958, ALA Council

From ALA *Bulletin*, November, 1958:
...In carrying out its responsibilities the Headquarters Staff interprets the intent of this policy in respect to Council, boards, and committees to mean that the meetings are to be for the transaction of the business of such groups required by their functions and in accordance with the democratic intent of the policy, namely, to reserve to the Annual Conference action taken by the membership. A further interpretation is that the policy, except for meetings of Council, indicates closed meetings of these groups. Nothing in this policy statement, however, denies the right of boards and committees to invite participants to their meetings so long as the prohibitions against programs and membership action at Midwinter are not violated. The interpretation is clear and there shall be no program, general business, membership meetings of the divisions, sections, or round tables...

Distribution of Materials

It was the consensus that distribution of unauthorized materials within the authorized ALA meeting area be prohibited.

Adopted July 19, 1958, ALA Executive Board

Budget

VOTED, That it be the policy to include in the Conference budget, in addition to the $500 for general expenses for the Local Committee, a sum not to exceed $1,000 should the Local Committee need assistance for the first reception.

Adopted November 15, 1958, ALA Executive Board

Division Expenses

Division expenses in connection with the Annual Conference should be covered by the Conference Budget.

June, 1959

In accepting PEBCO's report, the ALA Executive Board on June 27, 1959, amended the above policy to read as follows:

Division expenses in connection with the Annual Conference should be covered by the Conference Budget, but should appear initially in the Program Budget and be transferred after approval by PEBCO and the Executive Board.

Adopted June 27, 1959, ALA Executive Board

Post-Conference Tours

VOTED, That the Executive Board reaffirms its existing policy adopted November 16, 1959 that ALA not sponsor post conference tours.

Adopted July, 1965, ALA Executive Board

Monitoring Meetings

AGREED that division general sessions continue to be monitored (question raised when monitoring ALA general sessions was discontinued) but that guest cards be issued to the divisions to care for those non-members who ought not to be required to register.

Adopted November 30, 1960, ALA Executive Board

Registration Fees

It was agreed by the Board that there should be a differential in fees for ALA members and non-members and that liberal use be made of guest cards for nonlibrarians.

VOTED, That the present rate of $5 for Midwinter Registration be continued.

Adopted November, 1960, ALA Executive Board

Registration Fees

VOTED, That the Executive Board advises units planning pre-conference institutes and workshops that normally there should be a differential in registration fees for ALA members and non-members unless there be reason to negate this policy.

Adopted January, 1961, ALA Executive Board

Preconference Institutes

Upon recommendation of PEBCO -
VOTED, That budgets for all preconference institutes, annual and midwinter, beginning with the Miami Beach Conference, include funds sufficient to cover administrative costs - especially expenses of ALA staff (hotels, meals, perhaps salaries) with ALA to provide a budgetary form for this purpose.

Adopted July, 1961, ALA Executive Board

ALA - CLA Joint Conference

Upon recommendation of Special Committee to Evaluate the 1960 ALA-CLA Joint Conference -
VOTED, That the Executive Board accepts the Report of the Special Committee on Evaluation of the Joint ALA-CLA Conference that ... Joint Conferences alternating between Canada and the United States be held not oftener than ten years; Joint Conferences should be planned at least five years in advance to give the CLA an opportunity to put aside money and plan for a continuing program so there will be no setback; Consideration be given to planning CLA meetings in close proximity when ALA meetings are scheduled in border states and provinces in the interval between the Joint Converences.

Adopted July, 1961, ALA Executive Board

Speakers Expenses

VOTED, That the practice of paying conference speakers' expenses be liberalized and that when desirable honoraria be available for non-librarian speakers at ALA general sessions. (This does not alter the present practice of paying ALL speakers' expenses, whether they are on ALA or division and/or other approved unit program general sessions.)

Adopted July, 1963, ALA Executive Board

VOTED, That PEBCO consider among other requests for funds a lump sum, to be administered by the Executive Director, for expenses of and fees for non-librarian speakers at the Detroit Conference, and that the Executive Board requests a report on the use of these funds at its 1965 Fall Meeting.

Speakers Fees

Adopted January, 1964, ALA Executive Board

Questions were raised and referred to the Board as to desirability and/or appropriateness of inviting press to Midwinter. No objection was raised with regard to open meetings.

Press Attendance

Adopted January, 1964, ALA Executive Board

AGREED, that distribution of the advance list of official meetings scheduled during Annual and Midwinter meetings heretofore sent only to meeting planners for official groups be enlarged to include the members of the ALA Council.

Schedule

Adopted July, 1964, ALA Executive Board

That ALA Policy III-F-5 be amended to read:
That the ALA Midwinter Meeting be primarily devoted to carrying on the business of the Association through meetings of the Council, boards, and committees, and that there be no programs, general business, or membership meetings of the divisions, sections or round tables except as a limited number of program meetings, institutes, conferences, or workshops may be specifically authorized by the Executive Board.

Midwinter Meeting

For Executive Board action, we recommend:

That ALA Policy III-F-6 be amended to read:
That Chicago be the location of the Midwinter Meeting at least in alternate years, but that the Executive Board authorize the occasional movement of the Midwinter Meeting to an appropriate center other than Chicago when some worthy purpose of program, regional recognition, or public relations warrants meeting elsewhere. (See page 3 of report)

For consideration by the appropriate bodies and application as warranted by the circumstances, we recommend:

1. That "limited number" of program meetings, institutes, conferences or workshops be normally interpreted as meaning not more than two days preceding or following the Midwinter Meeting, and not more than one day (or a total of three meeting periods) during the course of Midwinter.

2. That the Executive Board provide a program within the Midwinter Meeting only on matters of vital importance to a large segment of the Association. Meetings of boards and committees in conflict with such programs should be permitted.

3. That moving out of the Chicago area be ordinarily contingent upon the suitability of the suggested "outside" location to provide the background for the program planned for that meeting.

4. That the ALA staff be permitted to experiment with a limited number of commercial exhibits at Midwinter Meeting, whether in Chicago or elsewhere.

5. That the present practice on registration be continued.

6. That the ALA staff be requested to explore the desirability of holding Chicago Midwinter Meetings either in a single- or multi- hotel location outside the Loop and reasonably near to ALA headquarters.

Adopted January 27, 1966, ALA Executive Board
and ALA Council

Location

VOTED, That ALA Policy III-F-6 (revised in January 1966) on Midwinter Meeting location be revised to read, "That the location of the Midwinter Meeting be left to the discretion of the Executive Board."

Adopted July, 1966, ALA Executive Board

Attendance at Closed Meetings

Informal recommendation to Executive Board, January, 1966:

Without changing our present ALA Midwinter Program we should allow those who have official business and those other ALA members with interest in the work of the various bodies to attend passively our present closed meetings, provided (a) they notify the proper ALA officers in sufficient time which meetings they plan to attend (in order to make room assignments possible with ease); (b) that the right of the Chairman of each meeting to declare a certain meeting or portion thereof closed is recognized; (c) that an appropriate term be used to designate such meetings - it would be neither closed nor open.

Unit Action: The units which approved opening their meetings to interested persons officially attending Midwinter together with units which saw complications but were willing to try, produced a majority of 36 to 33 in favor of the proposal. The Board felt the membership and the units should be notified of this with the reminder that persons desiring to attend closed meetings as observers should notify the chairmen.

Adopted October 29, 1966, ALA Executive Board

Preconference Registration Fees

Following the Board's discussion with Dorothy Bendix in New York, President Gaver asked Mrs. Jenkins and Mr. Wright to consider the proposal for lowered registration fees for library school students and to report recommendations to the Board. Although in sympathy with Miss Bendix's desire to find a method to permit more students to attend preconference sessions in order to ease their passage from student to professional, become acquainted with professional activities, and meet people, the difficulties seemed to Mr. Wright and Mrs. Jenkins to outweigh these considerations. The Preconferences, they felt, are usually attended as a part of continuing education rather than primary education; it is expected that persons with a fair amount of acquaintance with the subject will attend to exchange meaningful information. Since preconferences are required to be self-supporting and the major cost to an individual is room and board, the possibilities of reducing an individual's expenses are limited. Therefore, Mr. Wright and Mrs. Jenkins recommend that no action be taken on the proposal. They suggested that library schools be encouraged to find a means for attendance by students who might benefit." (On motion of Mr. Dawson, seconded by Mr. Blasingame, the report was ACCEPTED and APPROVED.)

Approved October, 1966, ALA Executive Board
(See also Executive Board Minutes, April, 1968)

Location of Midwinter Meetings

VOTED, That it be policy to schedule Midwinter Meetings in even numbered years in the Chicago Area.

Adopted November, 1967, ALA Executive Board

Registration Kits

In response to inquiries as to what may or may not be included in the Registration Kits, the Comptroller submitted...ground rules staff follows to guard against including items of advertising (in fairness to exhibitors at Conference) and items of very narrow interest. It was the sense of the meeting that this information ought to be distributed well in advance to local committees, state associations concerned and probably to exhibitors.

Adopted November, 1967, ALA Executive Board

Registration Fees

VOTED, That effective with the 1969 Annual Conference the annual conference weekly registration fee be raised to $15 for members and $30 for non-members, and That daily registration fees be raised to $6 for members and $12 for non-members; and That for library school students the weekly registration fee be $5 and the daily fee be $2.

Adopted October 31, 1968, ALA Executive Board

Location

VOTED, That the American Library Association will schedule its annual conference whenever possible in cities where it can assign a commitment of rooms in excess of 6,500. To avoid limiting the Association to five cities, and to a situation that could be detrimental to ALA's interest in negotiating with these cities, staff will also be authorized to schedule meetings in cities which can offer the Association

5,800 to 6,200 room commitments. Staff will continue to evaluate all large cities and report to the Board from time to time on changes that may make additional cities available to the Association for annual conferences; i.e. Denver, Los Angeles, Minneapolis, Philadelphia.

These cities which can provide 6,500 rooms are: Atlantic City, Chicago, Las Vegas, Miami Beach, New York City; 5,800 to 6,200: Dallas, Detroit, San Francisco.

Adopted October 31 - November 2, 1968, ALA Executive Board

Regional Conferences

AGREED, That the proposal for regional ALA Conferences not be pursued.

Adopted January, 1969, ALA Executive Board

COUNCIL

Committees

Based on recommendation 64 of the Fourth Activities Committee: That the Council consider the feasibility of establishing special committees of its members, from time to time, to study various aspects of policy, planning, and administration of the affairs of the Association and that these special committees be substituted for activities committees in the future. Each of these committees should consist of members of the Council and should be authorized to appoint additional members from the Association at large as advisors. Each such committee should have a specific assignment and should make recommendations to the Council in terms of that specific assignment. Review of programs should thus become a continuing operation and each problem could be studied and solved as it arises.

Adopted January 29, 1950, ALA Council

Executive Board Relationships

BE IT RESOLVED: (1) That matters of policy or operations requiring Council action shall normally be referred first to the Executive Board of the Association and then brought to the Council with specific recommendations from the Board for Council action; (2) That in establishing this procedure, the Council does not surrender its right to discuss or to act upon matters within its constitutional jurisdiction without benefit of Executive Board discussion or recommendation if it elects to do so; (3) That the Executive Board, in order to lay before the Council all the arguments considered by the Board in reaching a recommendation for Council action and to fulfill its constitutional duty of promptly informing the Council of its other actions, shall send to all (voting) members of the Council copies of the full minutes of all its meetings, together with any explanatory or other statements that it deems appropriate on matters coming before the Council for action. *By Executive Board action January 1962 minutes sent to all councilors. See addendum.*

Adopted June 24, 1957, ALA Council

Parliamentarian

VOTED, That hereafter ALA employ a parliamentarian who is not a member of the ALA for the Council and Membership meetings of the Association.

Adopted February 1, 1967, ALA Executive Board

Attendance

The Board discussed the matter and concluded that attendance should be taken at each Council meeting by means of a checklist or roll call.

Adopted November, 1957, ALA Executive Board

Procedures

VOTED, That (1) all future meetings of ALA include at least one session of Council with the Executive Board to be held prior to other Council meetings for information only; (2) Minority reports on controversial issues be given to Council so that members may clearly understand both sides of the issues involved; (3) Serious attempts be made to provide for table seating arrangements with microphones in easy access.

Adopted July 14, 1958, ALA Council

Minutes

VOTED, That the President, President-Elect, and Second Vice-President at the time Council meeting was held, be given the responsibility of approving Council Minutes before distribution.

VOTED, That after approval for distribution by the Officers the Council Minutes be distributed promptly, that Council be requested to indicate any additions or corrections within ten days of receipt, and that formal approval of the Minutes and any corrections be placed on the agenda of Council's next meeting.

Adopted November 15, 1958, ALA Executive Board

Apportionment

VOTED, That the Executive Board adopts December 31 as the date for membership count upon which to base Council apportionment, as required by the ALA bylaws.

Adopted November 15, 1959, ALA Executive Board

VOTED, That matters and reports of purely informational nature will be distributed to Council in writing and that verbal reports to Council will be confined to those informational or progress or action matters pertinent to decisions or policies with which the Council is presently concerned. *Agenda*

Adopted January 27, 1960, ALA Executive Board

VOTED, That the ALA Council adopts the recommendation of the Committee on Organization that as a general procedure Council committees be composed of voting members of Council, but with the understanding that such committees are free to seek specialist advice from any source. *Committees*

Adopted January, 1968, ALA Council

DIVISIONS

Expenses

There shall be made available in the annual budget a sum for each division, which shall be the same for each, to be used for the expenses of the division president, the uses of this sum to be unrestricted. There shall be made available in the annual budget a sum for each section, which shall be the same for each, to be used for the expenses of the section chairman, the uses of this sum to be unrestricted. There shall be made available in the annual budget for the American Association of Library Trustees a sum to be used toward the expenses incurred by the President of that section in attending the annual conference and the midwinter meeting.

Adopted June, 1959, ALA Executive Board

Conference Expenses

Division expenses in connection with the Annual Conference should be covered by the Conference Budget.

In accepting PEBCO's report, the ALA Executive Board on June 27 , 1959, amended the above policy to read as follows:
Division expenses in connection with the Annual Conference should be covered by the Conference Budget, but should appear initially in the Program Budget and be transferred after approval by PEBCO and the Executive Board.

Adopted June 27, 1959, ALA Executive Board

Miscellaneous Expenses

There shall be included in the basic budget a lump sum to provide for out-of-pocket expenses for communciation of those division and section officers, other than presidents and chairmen, whose institutions because of established policy are unable to assume such expenses.

Adopted June 27, 1959, ALA Executive Board

Reports

In approving the February, 1960 Report of the Committee on Organization, the following policy was established:

That the former practice be revived of having divisions report briefly once a year to Council on their plans and programs, to facilitate the supplying of information to Council about the activities of the divisions to which it has delegated responsibility, and to facilitate the exchange of information about major aspects of program among the divisions.

Adopted June, 1960, ALA Council

Reports

Upon recommendation of the Executive Board - VOTED, That the ALA Council rescinds its June, 1960, action requiring annual oral reports from division presidents, and that this requirement be substituted by the resumption of annual written reports to Council from presidents of ALA divisions with the understanding that these Reports will be included in the printed record of the Council meetings.

Adopted January, 1963, ALA Council

Executive Secretaries

The Executive Secretaries of Divisions (shall) be appointed by the Executive Director with the concurrence of the Division's concerned.

Adopted January, 1969, ALA Council

ELECTIONS

Order of Names on Ballot

VOTED, That the traditional policy of listing the names alphabetically on the official ballots be followed.

Adopted February 2, 1951, ALA Executive Board

Vote Tallies

Upon recommendation of the 1959-60 Nominating Committee -
VOTED, That the practice of publishing the tallies of votes cast for various offices be discontinued.

Adopted June, 1960, ALA Council

Vote Tallies

VOTED, that the tally of Council votes cast for Executive Board nominees not be given when Council election results are announced.

Adopted January, 1961, ALA Executive Board

Mailing of Ballots

VOTED, That ballots to ALA members outside the North American Continent be sent via airmail.

Adopted January, 1962, ALA Executive Board

Resignation of Candidate

The Executive Board reported the resignation before assumption of office of a Councilor-at-large elected during the balloting completed for report at the present conference. There being no provision for this in the Constitution and Bylaws, nor an established precedent, Council approval was asked of the procedure recommended by the Board with counsel of the committees on Election and Constitution and Bylaws and by the Division concerned. The Board made the following statement: "In such a situation and under normal circumstances, the Councilor who is being succeeded, (that is, the Councilor whose term is expiring) would remain in office until his successor has been elected and qualified as provided for in Article IV, Section 3 of the Bylaws.

There is no predecessor in this case because the councilor concerned is that of a new division that hasn't had a Councilor heretofore. The Board has consulted the ALA Election Committee, the Constitution and Bylaws Committee, and the officers of the nominating division. And it is important to remember that the divisions nominate, but the Association elects. The division is completely agreeable to naming the other candidate (in this block) as its substitute or alternate nominee; the alternate nominee is agreeable. The ALA Election Committee deems it appropriate to certify the other candidate (opponent) as elected to Council, and the Constitution and Bylaws Committee sees no objection."
Upon recommendation of the Executive Board, the Election, Constitution and Bylaws Committees, and the division concerned.

VOTED, That the ALA Council certifies the election to Council...the substitute and/or alternate nominee...

Adopted June, 1962, ALA Council

Nominations

1. The selection of the best nominees possible is always to be a first and overriding consideration.
2. Within the provisions of Articles III and IV of the Bylaws, nominating committees are encouraged to consider keeping offices and boards of the Association balanced on such points as type of library and type of library positions represented, geographical location, and sex.
3. In pairing nominees for various offices, it is well to group persons with like professional backgrounds and characteristics. This does not mean that a man and woman should not be paired as candidates. It means that if the present composition is predominantly one sex or the other, an effort should be made to balance the situation. It is considered inadvisable to pair a librarian from the United States against a librarian from another country. On the other hand, an Easterner and a Westerner might be paired if existing geographical representation is otherwise satisfactory.
4. Multiple nominations (e.g., nominations for election at large to the Council) present an opportunity to name a wide variety of pairs. When single nominations are to be made, variety can be sought over a period of years.

5. To assist the nominating committees in securing a suitable balance, equality in pairing, and rotation in nominations, Headquarters has been asked by the Executive Board to prepare for each nominating committee a chart showing the distribution for the past five years of selected characteristics in the office or the body for which nominations are being made. Suggested characteristics to be noted are sex, geographical location, type of library represented, type of library position held, and membership in ALA divisions. (Because of multiple membership, this last figure will be inflated somewhat, but it does indicate interests beyond those shown by library positions held.)

6. The ALA Nominating Committee is given such a distribution table for the entire Council since the ALA Nominating Committee alone is in a position to achieve some balance in the Council as a unit.

7. Each nominating committee chairman is encouraged to preserve and pass on to his successor names suggested for nominations which were not used during the current year in order to secure consideration of the names by two nominating committees.

Adopted June, 1964, ALA Executive Board

AHIL Nominating Committee

Feeling it unwise to maintain continuity in nominating committees: VOTED, That the ALA Executive Board respectfully declines, for general policy reasons, the AHIL request to change the term of its Nominating Committee.

Adopted May, 1965, ALA Executive Board

Nominating Procedures

The Executive Director reported the request of the ALA Nominating Committee for the Board's guidance in the appropriateness of disclosure to candidates of their running mate. The Board agreed that only after both candidates for office have accepted nomination, the ALA Nominating Committee may inform each candidate of his opponent's identity.

Adopted June, 1968, ALA Executive Board

Restrictions on Nominations

It was VOTED, That no person shall accept nominations or appointments which could result in simultaneous service in any two or more of the following categories of office: 1) President of a division, 2) President-elect of a division, 3) Chairman of a Section of a division, 4) Chairman-elect of a Section of a division, 5) Chairman of an ALA Committee.

Adopted June, 1968, ALA Council

EXECUTIVE BOARD

ALA President's Expenses

VOTED, That the report of the President's Committee on Expenses for Officers be adopted as follows: In making up the annual budget estimates, the Executive Secretary, in consultation with the President-Elect, is instructed to include an item sufficient to cover all travel and other expenses incidental to the discharge of the official duties of President, including his attendance at regular meetings of the Association.

Adopted October 25, 1951, ALA Executive Board

Minutes

The Executive Board concluded that when actions of the Board are unanimous, fullness of the minutes should depend upon the importance of the topic. If important, all data including exhibits should be given; if of lesser importance, the action should be reported briefly. Upon controversial matters, full minutes should be given, including all points, exhibits, names of members bringing up points of view, and the votes. Discussion established these points: (1) When disagreement exists, the positions of the various members of the Board should be recorded, (2) Exhibits should be included when these are helpful to the sense of the minutes or when such inclusion permits less detailed minutes, (3) Council should receive the minutes in time to allow study before its next meeting (one month was suggested), (4) The Board should review the minutes and make necessary corrections and additions before distribution to Council; in most instances this would have to be done by mail vote, (5) Council must receive exactly the same minutes as received by the Board, and (6) for matters not yet concluded and carried forward, a brief report would be adequate and appropriate.

Adopted November 9, 1957, ALA Executive Board

Distribution of Minutes

VOTED, That Summaries of Executive Board Minutes be discontinued and that the full minutes be sent to all members of the Council.

Adopted January, 1962, ALA Executive Board

Reports to Council

Amendment to Present Policy III-A-8. In discussing the Board's reports to Council on Council action matters, by general consent this policy was amended to eliminate the previous intention that the presiding officer would call upon a member of the Board in each instance to make the Board's report directly to Council. As amended the policy would read: "That in following Policy III-A-7, it shall be procedure for the Executive Board to report directly to the Council on all reports which go before the Council. The presiding officer will inform Council that in accordance with its directions, the Board studied the report under consideration and reached its position which the presiding officer will state unless there be controversy, in which case the presiding officer will call upon a member of the Board to make the Board's report directly to the Council. If the Report being made to Council has not for any reason come before the Board for study, this fact will be made known to Council. A report of the Board's position will go, as a matter of courtesy if there is a challenge, to the bodies submitting reports."

Adopted January, 1962, ALA Executive Board

Expenses of Board Members

VOTED, That it should be ALA policy when expenses of Executive Board members are not available from their own institutions for midwinter and annual meetings, for the Association to assume some financial assistance through a sum to be allocated in the annual budget...

Adopted June, 1962, ALA Executive Board

Expenses of Board Members

VOTED, That expenses of ALA Executive Board members attending the Midwinter Meeting and Annual Conference be met in part, when such expenses are not borne by the member's institution, by a per diem of $20 while in travel status and attendance at the meeting or conference. The Executive Director shall ascertain the members' needs in this respect for budgeting purposes. This shall apply to those Board members actually in office and shall exclude nominees and elected, but not yet seated, members. In taking this action, the Executive Board hopes that members' institutions will be able to meet expenses of Board members.

Adopted November, 1962, ALA Executive Board

Expenses of Board Members

VOTED, That beginning with the fiscal year 1966-67 the expenses of ALA Executive Board members to the Midwinter Meeting and the Annual Conference, when these expenses are not met by the members' institutions, be paid by the Association, the payments to include transportation and an annually determined per diem.

Adopted July, 1966, ALA Executive Board

Docket

VOTED, That the Executive Board requires the Executive Director to place the Docket for the meetings of the Executive Board in the hands of the Executive Board, together with full documentation, no later than two weeks before such meetings, and

That any docket items received from members, membership units, of staff after twenty-four days preceding the meetings be brought to the attention of the Board at the first session of such meetings; and

That the Board decide at that session if it will receive items received after twenty-four days for consideration at such meetings; and

That the procedures listed in the above paragraphs shall apply, the chairman consenting, to meetings of committees and subcommittees of the Board; and

FURTHER, That the Executive Board requires the Executive Director as Secretary to the Council, to place the Agenda for meetings of the ALA Council in the hands of the Council, together with such documentation as has been provided by members and units, no later than two weeks before such meetings.

Adopted June, 1967, ALA Executive Board

Meeting Dates

The Executive Director suggested the Board might wish to regularize its Fall and Spring Dates and decide upon a period of time as ongoing guidance in scheduling the Board's Spring and Fall Meetings. Because of various fiscal factors involved, he suggested the weeks beginning with the last Mondays in April and October.

Adopted July, 1967, ALA Executive Board

Released Time for ALA President

VOTED, That the Executive Board approves in principle the provision of up to one quarter released time including the cost of fringe benefits for the President of the American Library Association.

Adopted June, 1967, ALA Executive Board

Expenses of Vice-Presidents

Consensus that "as a matter of principle, the Executive Board ought to establish some kind of allocation to permit the first and second vice presidents to carry out various assignments which they may be given, whether for representation or for other reasons requiring out-of-pocket expenditures." The Board did not take formal action establishing this as policy but there seemed to be consensus.

November, 1967, ALA Executive Board

Witnesses

The practice of taking action after witnesses have left the Executive Board meeting is one of long standing. It is not always adhered to because the Committee or other unit need an answer immediately or because there is such general agreement on the Board in favor of the item under discussion that postponing the vote does not occur to the presiding officer.

Adhering to this practice as fully as possible will mean that the Board must ask its questions while the witnesses are present.

November, 1967, Executive Board

Executive Committee

VOTED, That the Executive Board elects for this year an Executive Committee composed of the President, President-Elect, Treasurer, Executive Director, and the two senior council-elected members of the Board, and That this Executive Committee be empowered to act for the Executive Board and that the actions of the Executive Committee be reviewed by the Board at its earliest regular meeting.

Adopted October, 1968, ALA Executive Board

EXECUTIVE BOARD

Observers

VOTED, That the invitation be extended to ALA Staff Members to participate in the meetings of the Executive Board as resource persons or as observers, such as the Associate Executive Director of Fiscal Services and the Editor of American Libraries, at the discretion of the Executive Director in consultation with the President.

Adopted April, 1969, ALA Executive Board

Investments Committee

VOTED, That the ALA Executive Board rescinds its 1965 action and designates the ALA officers (President, First Vice President, Second Vice President, Treasurer, and Executive Director) the Executive Board Investments Committee.

Adopted November, 1969, ALA Executive Board

FINANCES

Endowment Fund Trustees

The Executive Board, on June 25, 1941, voted to approve the following resolution, "subject to approval by the attorney for the ALA, the President and the Executive Secretary":
RESOLVED, that the Trustees of the Endowment Funds of the American Library Association shall have full power and authority (except as provided otherwise by the donor of any Fund) to sell, exchange, invest, reinvest, manage, control and deal with the Endowment Funds of said Association as in their judgment shall seem wise; and (except as provided otherwise by the donor of any Fund) said Trustees are authorized to make investments of said Endowment Funds in such bonds, stocks, notes, real estate mortgages or other securities, or in such other property, real or personal as said Trustees shall deem wise; without being limited by any statute or rule of law regarding investments by Trustees, nor as to the percentage of any Endowment Fund or Funds to be invested in any one or more types of security or property; and resolved further that any and all resolutions of this Board which are in conflict or inconsistent with this resolution are hereby revoked and shall be of no further force or effect.

Adopted June 25, 1941, ALA Executive Board

Authority to Borrow Money

VOTED, That the following resolution prepared by the attorneys, be adopted:
RESOLVED by the Executive Board of American Library Association that the President and the Executive Secretary of this corporation be and they are hereby authorized and directed, from time to time, as in their judgment the needs of the corporation require, to borrow from any bank or other lender chosen by them, for the use and benefit of the corporation, a sum or sums not exceeding Fifty Thousand Dollars ($50,000) in the aggregate of such borrowings from time to time remaining unpaid, and to evidence such indebtedness the said President and Executive Secretary of this corporation are further authorized to make, execute and deliver the promissory note or notes of the corporation in respect of the moneys so borrowed, which note or notes shall be corporate obligations only, mature and be payable not more than one (1) year after date, and shall bear interest at a rate not exceeding five per cent per annum.

Adopted June, 1948, ALA Executive Board

Authorization to Sell Real Estate

On the recommendation of the attorneys, Chapman and Cutler, the following resolution was approved:

"WHEREAS, at a meeting of the Executive Board held January 21, 1949, it was unanimously determined to submit to a mail vote of the Membership the resolutions previously adopted by the Council, but the minutes of such meeting do not clearly reflect such action; and

"WHEREAS, the Executive Board is advised that the validity of such a mail vote depends, among other things, upon a formal action by the Executive Board authorizing the same;

"THEREFORE, Be It Resolved that the minutes of the meeting of the Executive Board held on January 21, 1949, be corrected and expanded by showing the unanimous adoption, as at that date, of the following resolution:

"BE IT RESOLVED that there be submitted to the Membership the following resolutions for votes by mail as permitted by Section 5 of Article II of the bylaws of the Association:

"BE IT RESOLVED by the Council of American Library Assocition that the Executive Board is authorized from time to time to sell, mortgage or otherwise dispose of any and all real estate now or hereafter owned by American Library Association or any part thereof or any interest therein;

"AND FURTHER RESOLVED that the several officers of the Association at the direction of the Executive Board are authorized effectively to make, execute, acknowledge and deliver all appropriate instruments of conveyance, mortgage or otherwise so authorized concerning such real estate;

"AND FURTHER RESOLVED that this resolution and the authority herein granted shall continue and prevail until this resolution is specifically rescinded or annulled by the Council.

"RESOLVED by the Council of American Library Association that the sale of the parcel located in Chicago, Illinois, described as follows:

> The West 74 3/4 feet of Lot 6 in the Assessor's Division of Block 47 in Kinzie's Addition to Chicago for $100,000

and the conveyance of such property to the purchaser thereof is hereby in all respects ratified, approved and confirmed.

"AND FURTHER RESOLVED that an appropriate ballot for the submission of such matter be sent by mail to the Members with the November, 1949, issue of the Bulletin and notice go forth that the vote will be closed and counted as of January 6, 1950."

Adopted January, 1950, ALA Executive Board
(See next item)

"WHEREAS, at a meeting of the Executive Board held January 21, 1949, it was unanimously determined to submit to a mail vote of the Membership the resolutions previously adopted by the Council, but the minutes of such meeting do not clearly reflect such action; and
"WHEREAS, the Executive Board is advised that the validity of such a mail vote depends, among other things, upon a formal action by the Executive Board authorizing the same;
"THEREFORE, Be It Resolved that the minutes of the meeting of the Executive Board held on January 21, 1949, be corrected and expanded by showing the unamimous adoption, as at that date, of the following resolution:
"BE IT RESOLVED that there be submitted to the Membership the following resolutions for votes by mail as permitted by Section 5 of Article II of the Bylaws of the Association:
"BE IT RESOLVED by the Council of American Library Association that the Executive Board is authorized from time to time to sell, mortgage or otherwise dispose of any and all real estate now or hereafter owned by American Library Association or any part thereof or any interest therein;
"AND FURTHER RESOLVED that the several officers of the Association at the direction of the Executive Board are authorized effectively to make, execute, acknowledge and deliver all appropriate instruments of conveyance, mortgage or otherwise so authorized concerning such real estate;
"AND FURTHER RESOLVED that this resolution and the authority herein granted shall continue and prevail until this resolution is specifically rescinded or annulled by the Council.

Adopted January, 1950, ALA Executive Board and Ratified January, 1950, ALA Membership in a Mail Vote

VOTED, That the Executive Director and the Comptroller be authorized...to give due consideration to the possibility of short-term investments with power to act on the latter.

Short Term Investments

Adopted January, 1951, ALA Executive Board

VOTED, That the ALA Budget Committee and the ALA Executive Board consider favorably the withdrawal of not more than $30,000 a year from ALA endowment capital as venture capital to invest in income producing ALA projects and services.

Endowment Capital Withdrawals

Adopted July, 1951, ALA Executive Board

The Executive Secretary has the authority to overspend line amounts in the General Funds Budget so long as he does not exceed the total general funds budgeted figure.
Nothing in this policy gives authority to the Executive Secretary to incur from balances any salary obligation in excess of the current year's commitments.

Budget Responsibility

Adopted January 26, 1951, ALA Executive Board

The Executive Board shall, in order to conserve the Carnegie Corporation Endowment Fund, pursue a conservative policy in making capital withdrawals and shall make such withdrawals only when the need is so great that the Association's purposes and programs might be seriously impaired through the non-use of capital.

Use of Endowment Capital

Adopted February, 1953, ALA Executive Board

"After a discussion of the planning, budgeting and execution of workshops and institutes, it was voted that only those institutes and workshops that are self-sustaining be approved for inclusion in the budget."

Institutes and Workshops

November 2-4, 1957

Executive Board action: Referred back to PEBCO for further consideration, suggesting that *reasonably self-sustaining* be substituted for *self-sustaining*. MINUTES, November 10, 1957.
Modification approved and referred back to the Board for acceptance as policy.
July 12-13, 1958

Adopted July, 1958, ALA Executive Board

Investments Committee

VOTED, That the President, the President-Elect, the Treasurer, and the Executive Director constitute a committee to make further recommendations to the Board for action as soon as possible (to more effectively discharge Executive Board responsibility with respect to Endowment Funds).

VOTED, That the present Executive Board Committee on Investments be expanded to include the officers of the Association...and that this Committee work with the endowment trustees, and further approved by consensus That both the policy and operating procedure (to insure a proper working relationship between the Trustees and the Board in the future) be developed by the Endowment Trustees and the Committee on Investments subject to confirmation by the Executive Board.

Adopted January, 1959, ALA Executive Board

Foundation Grants

VOTED, That unless the donor requires otherwise, the Executive Secretary is authorized to accept grants in the name of the Board in those instances where the Board has already approved the budget for the project to be supported by the grant, and in those instances where no budget is required; in all grants, however, the project and the budget must have Board approval.

Adopted November, 1959, ALA Executive Board

Endowment Fund Withdrawal

Upon recommendation of Endowment Trustees and legal counsel -
VOTED, That whereas, Carnegie Corporation of New York by Resolution adopted by its Board of Trustees on March 21, 1946, released American Library Association from all restrictions on the grant mentioned

in the following resolution requiring the retention of such grant for endowment purposes or as a permanent fund and restricting said Association to the expenditure of income only, and by said resolution authorized and empowered said Association to expenditure of income only, and by said resolution authorized and empowered said Association to expend not only the income but also the principal of such grant, with certain time restrictions on the expenditure of principal which no longer apply; Now Therefore Be It Resolved, That the Executive Board of the American Library Association in pursuance of the approved policy of said Association and pursuant to power and authority vested in said Executive Board by the Constitution of said Association hereby directs that the sum of not to exceed $1 Million of the principal of that certain endowment fund of said Association granted by Carnegie Corporation of New York in the original aggregate principal amount of $2 Million, be invested in a new Chicago, Illinois, headquarters building for said Association by paying said sum toward the cost thereof, and that the trustees of the endowment funds of said Association be, and they hereby are, authorized and directed to authorize, by resolution or written order signed by a majority thereof, action to be taken to make such investment.

Adopted November, 1961, ALA Executive Board

Investment Procedures

VOTED, That the Resolution of May 16, 1936 (stated below) be amended so that trustees may *neither buy nor sell securities* on behalf of the Association.

RESOLVED (May 16, 1936) That the American Library Association adhere to the practice which is common in well administered public institutions, namely, that neither the purchase/of goods and securities nor the procurement of services, insurance or other intangibles shall be made from or through firms, companies, or agencies, with which officers, executive board members or trustees are associated as officers, partners, directors or in a managerial capacity; and that this resolution be transmitted to persons charged with the responsibility of making purchases/of any kind on behalf of the Association.

Adopted January, 1962, ALA Executive Board

Publishing Funds

Upon recommendation of Officers and Staff - VOTED, That the ALA Executive Board approves charging "subsidies" and allocations for divisional periodicals, newsletters, and presidential letters, and the ALA *Bulletin*, to Publishing Funds beginning with fiscal 1962-63, with the understanding that such charges will be made only when these do not endanger or reduce the program and operations of the ALA Publishing Department.

Adopted June, 1962, ALA Executive Board

General Funds Use of Publishing Funds

VOTED, That the Board continue the policy as stated without extending it beyond divisional journals or newsletters per se. (Other publications should be treated as annual general funds budget considerations based upon program needs.)

Adopted July, 1963, ALA Executive Board

Travel Funds

Upon recommendation of PEBCO - VOTED, That requests for money for travel for attendance at meetings concerned with the business of or on behalf of the Association be given the same consideration as other requests in so far as funds are available.

Adopted July, 1963, ALA Executive Board

Budget Amalgamation

VOTED, That the Executive Director develop the details of an amalgamated budget for the Association, except those of projects, combining General Funds and Publishing, and that all of these details be referred to ALA counsel and auditors to be sure they are correct; if they are correct, that the request of this Board regarding a constitutional change necessary for a single budget, be referred to the Committee on Constitution and Bylaws without delay.

Adopted May, 1964, ALA Executive Board

Publishing Fund Budgeting

VOTED, That in the future year, 1964-65, the preparation of the Budget for PEBCO's consideration and referral to the Executive Board reflect properly all real publishing costs of the nature of those included in but not limited to those in Exhibit 3.

Adopted May, 1964, ALA Executive Board

Library Technology Project Overhead Charges

AGREED that no overhead nor rental charges be made against the CLR grant supporting the LTP as of May 1964 but that this in no way changes ALA's overall policies with regard to overhead and rental charges for programs supported by grants.

Adopted May, 1964, ALA Executive Board

Funds for ALA Office for Library Education

VOTED, That the Executive Board authorizes the Executive Director to seek funds from a foundation in the amount of $75,000 for support over a period of six years of the proposed ALA Office for Library Training, and further, That the Board expresses the intent of the Association to provide an equal amount from its own funds as follows: $5,000 in 1966-67; $10,000 in 1967-68; $15,000 in 1968-69; $20,000 in 1969-70; and $25,000 in 1970-71.

Adopted May, 1965, ALA Executive Board

Funds for ALA International Relations Office

VOTED, That the ALA Executive Board authorizes the Executive Director to seek funds for the continuation of the ALA International Relations Office for a five year period beginning September 1, 1966, in the amount of approximately $359,242 and further that the Board expresses the intent of the Association to provide the following amounts of this total from its own funds: $5,000 in 1966-67; $10,000 in 1967-68; $15,000 in 1968-69; $20,000 in 1969-70; and $25,000 in 1970-71.

VOTED, That the Executive Director of the American Library Association, with the advice and assistance of the ALA International Relations Committee, is hereby authorized in the name of the ALA Executive

Board to seek and accept funds for the International Relations Office from whatever sources he may deem appropriate without prior approval by the Executive Board and provided that the Executive Director promptly report to the Executive Board the receipt of such funds.

Adopted May, 1965, ALA Executive Board

Funds for Library Technology Project

VOTED, That the Executive Director of the American Library Association, with the advice and assistance of the ALA Library Technology Project Advisory Committee, is hereby authorized in the name of the ALA Executive Board to seek and accept funds for the Library Technology Project from whatever sources he may deem appropriate without prior approval by the Executive Board, and provided that the Executive Director promptly report to the Executive Board the receipt of such funds.

Adopted May, 1965, ALA Executive Board

Consolidated Budget

VOTED, (1) That financial statements be prepared in a manner which will reflect the combined income and expense of the ALA publishing activities.
(2) That at the end of the present fiscal year, August 31, 1965, and for future years a reserve be maintained for publishing activities in the amount of $100,000, and that this reserve be used to: (a) cover deficit budgeting of the book publishing program of the Association; (b) support of The Booklist and Subscription Books Bulletin to the extent that income from advertising and subscriptions is less than the expense of publication and distribution; (c) support membership periodicals to the extent that income advertising and subscriptions is less than the expense of publication and distribution; (d) support newsletters published on a regular basis by divisions and sections of the Association.
(3) That a consolidated budget be prepared for all publishing activities which would include the publishing of books and audiovisual materials, membership periodicals, division and section newsletters and the ALA Membership Directory.

(4) That surplus funds over and above the amounts needed to support the total publishing program and to maintain the proposed reserve at $100,000 be made available for the general programs of the Association.

VOTED, That (a) Increased attention be devoted to the preparation and review of budgets prepared for all publishing activities, and that this review and assistance be the responsibility of the Executive Board Subcommittee on Publishing; (b) Every effort be made to assign proper and reasonable overhead costs to these activities so as to free funds received from membership dues and endowment funds for use of the general programs; and (c) A fully-consolidated budget for General Funds and Publishing Funds and Publishing Activities be instituted effective September 1, 1966.

Adopted May, 1965, ALA Executive Board

Endowment Funds

VOTED, That the Executive Director be empowered to combine various small endowment funds should this be possible upon advice of legal counsel.

Adopted November, 1965, ALA Executive Board

Funds for Office for Research and Development

VOTED, That the Executive Director of the American Library Association, with the advice and assistance of the ALA Office for Research and Development Advisory Committee, is hereby authorized in the name of the ALA Executive Board to seek and accept for general purposes funds for the Office for Research and Development from whatever sources he may deem appropriate without prior approval by the Executive Board, and provided that the Executive Director promptly report to the Executive Board the receipt of such funds.

Adopted November, 1965, ALA Executive Board
(See next item)

VOTED, That the Executive Board amends its policy adopted at the 1965 Fall Meeting to read: "That the Executive Director of the American Library Association, with the advice and assistance of the ALA Office for Research and Development Advisory Committee, is hereby authorized in the name of the ALA Executive Board to seek and accept for general purposes funds for the Office for Research and Development from whatever sources he may deem appropriate without prior approval by the Executive Board, and provided that the Executive Director promptly report to the Executive Board the receipt of such funds. It is understood that general purpose funds are funds which maintain the Office including support of its internal activities; not included in the authorization given in this resolution are funds which support projects relating to research and development in the several fields of library service."
(Underlined sentence represents amendment.)

Adopted May, 1966, ALA Executive Board

Headquarters Remodeling Costs

VOTED, That Whereas, Carnegie Corporation of New York by resolution adopted by its Board of Trustees on March 21, 1946, released American Library Association from all restrictions on the grant mentioned in the following recommendation requiring the retention of such grant for endowment purposes or as a permanent fund and restricting said Association to the expenditure of income only, and by said resolution authorized and empowered said Association to expend not only the income but also the principal of such grant, with certain time restrictions on the expenditure of principal which no longer apply:

Now, therefore, be it RESOLVED, That the Executive Board of American Library Association in pursuance of the approved policy of said Association and pursuant to power and authority voted in said Executive Board by the Constitution of said Association, hereby directs that the sum of not to exceed $110,000 dollars of the principal of that certain endowment fund of said Association granted by Carnegie Corporation of New York in the original aggregate principal amount of $2,000,000, be invested in ALA Headquarters Building space expansion by paying said sum toward the cost thereof, and that the Trustees of the Endowment Funds of said Association be, and, they hereby are, authorized and directed to authorize, by resolution or written order signed by a majority thereof, action to be taken to make such investment.

Adopted May, 1966, ALA Executive Board

Overhead Charges to Grants

The following was accepted as policy. "The report," placed on file at ALA Headquarters, "contains detailed conclusions and recommendations of Peat, Marwick and Mitchell. However, the following points are particularly significant: (1) All costs and expenses which are necessary to support and service the over-all operation of the American Library Association are eligible for allocation as an overhead cost. (2) The plan and sequence of cost assignment recommended is in accordance with good cost accounting principles and follows the guidelines established by government regulations. The method of allocation is accomplished by assigning all cost to specific departments and prorating total departmental costs to other cost centers on a logical basis. (3) A schedule in our report shows the overhead amounts and rates for each direct cost department of the Association. The over-all applicable to special projects amount to 19.6%. The latter rate is particularly significant when compared to the 5% to 10% customarily charged against special projects in the past. (4) Since our overhead study is based on current period costs and in light of changing conditions, it is imperative that the overhead costs and rates be periodically reviewed and updated. Our report is sufficiently detailed that your personnel should be able to maintain the costing procedure using the report as a guide."

Adopted October, 1966, ALA Executive Board

Authorization to Purchase Property

VOTED, That the ALA Executive Board authorizes the purchase of the property contiguous to ALA Headquarters offered by the Catholic Archdiocese of Chicago.

Adopted October, 1966, ALA Executive Board

WHEREAS, Carnegie Corporation of New York by Resolution adopted by its Board of Trustees on March 21, 1946, released American Library Association from all restrictions on the grant mentioned in the following resolution requiring the retention of such grant for endowment purposes or as a permanent fund and restricting said Association to the expenditure of income only, and by said Resolution authorized and empowered said Association to expend not only the income but also the principal of such grant, with certain time restrictions on the expenditure of principal which no longer apply:

NOW, THEREFORE, BE IT RESOLVED, That the Executive Board of the American Library Association in pursuance of the approved policy of said Association and pursuant to power and authority vested in said Association's Executive Board by the Constitution of Association hereby directs the Trustees of the Endowment Fund of the Association granted by the Carnegie Corporation of New York to purchase from The Catholic Bishop of Chicago, a corporation sole, the following described properties for a total sum of Seven Hundred Thousand Dollars ($700,000.00):

701-719 North Wabash	Lots 4, 5 and West 74 3/4 feet of Lot 6 in Assessor's Division of Block 47 in Kinzie's Addition to Chicago a Subdivision of the North fraction of Section 10, Township 39 North, Range 14 East of the Third Principal Meridan.
47 East Superior	Lot 6 in Henry Ives Cobb's Subdivision in Block 47 in Kinzie's Addition to Chicago in Cook County, Illinois.
49 East Superior	Lot 5 in Henry Ives Cobb's Subdivision in Block 47 in Kinzie's Addition to Chicago in Section 10, Township 39 North, Range 14 East of the Third Principal Meridian in Cook County, Illinois.

51 and 53 East Superior	Lots 3 and 4 in Henry Ives Cobb's Subdivision in Block 47, of Kinzie's Addition to Chicago, in the North Half (1/2) of Fractional Section 10, Township 39 North, Range 14, East of the Third Principal Meridian, in Cook County, Illinois, according to the Plat thereof recorded April 29, 1887, as Document No. 822444, in Book 26 of Plats, Page 11.
55 East Superior	Lot 2 in Henry Ives Cobb's Subdivision in Block 47 in Kinzie's Addition to Chicago in Section 10, Township 39 North, Range 14 East of the Third Principal Meridian, according to the map thereof recorded of said Cobb's Subdivision on April 29, 1887, in Book 26 of Plats, page 11, as document 822444, in Cook County, Illinois.

RESOLVED FURTHER, That the aforedescribed properties be held by said Trustees for investment until such time as the Executive Board of the Association, by resolution duly passed, directs otherwise;

RESOLVED FURTHER, That said Trustees be, and they hereby are, authorized and directed to take any and all action necessary and proper to purchase the aforedescribed properties; and

RESOLVED FURTHER, That said Trustees, in making the purchase required by this Resolution, shall be held harmless and indemnified against any liability and accountability with respect to the purchase of the aforedescribed properties.

VOTED, That the Executive Board approves the resolution on reinvestment of Seven Hundred Thousand Dollars ($700,000) from the Carnegie Corporation Endowment Fund into real estate as transmitted in the November 18 letter to the Board from the Executive Director.

Adopted January, 1967, ALA Executive Board

Authorization for Use of Facsimile Signatures

RESOLVED, That the Lake Shore National Bank, as a designated depository of this corporation, be and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this corporation's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) of any two of the following: David H. Clift, Executive Director; LeRoy J. Gaertner, Comptroller and the Lake Shore National Bank shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with the Lake Shore National Bank by the Secretary or other officer of this Corporation.

Adopted October, 1966, ALA Executive Board

Overhead Charges

VOTED, That the Executive Board establishes the policy of crediting all sums of money received as overhead from grants, contracts and other sources, to the General Fund with the understanding that the sums already credited to LTP and IRO are to remain in those special accounts and are to be used for those purposes until depleted.

Adopted April, 1967, ALA Executive Board

Purchase of Property

VOTED, That the Executive Board authorizes the Endowment Trustees to purchase by the transfer of endowment funds the property at 716 North Rush Street for an amount not to exceed one hundred forty thousand dollars.

Adopted November, 1967, ALA Executive Board

VOTED, That the general fund general reserve of $5,000 be abolished permanently.

General Reserve Fund

Adopted November, 1967, ALA Executive Board

VOTED, That it be the decision of this Board to continue the present policy on return of funds to the Endowment with no change owing to the latest acquisition of properties adjacent to this headquarters.

Return to Endowment Funds

Adopted November, 1967, ALA Executive Board

"A new report by (Peat, Marwick & Mitchell) PM&M calls attention to the previously adopted report which states that all costs and expenses necessary to the support and service of the overall operation of the Association are eligible for inclusion, and that the rate applicable is 19.6%; it was fully intended that each project be carefully reviewed for the reasonability test. This is being done, Mr. Gaertner pointed out, in all projects. Since the original overhead study was based on costs applicable to prior years, PM&M recommend that the rates be revised and updated in the light of current costs. This is possible for staff to do independently since ALA has all of PM&M working papers and methods for recomputing the Overhead Rate..."

Overhead Rate

Adopted January, 1968, ALA Executive Board

VOTED, That the Executive Director be empowered and authorized to approve programs and seek funds in amounts up to $10,000 for support of programs in approved fields of activity; and
That the Officers of ALA (President, First Vice President, Treasurer, and Executive Director) be empowered and authorized to approve programs and seek funds in amounts from $10,001 to $25,000 for support of such programs in approved fields of activity.

Authorization to Apply for Funds

Adopted June, 1968, ALA Executive Board

Endowment Funds

VOTED, That the ALA Endowment Fund Trustees be empowered to authorize the First National Bank of Chicago to change particular investments within such guidelines as may be established by the Endowment Trustees.

The above action was taken with the understanding that the resolution is to be formalized by ALA's legal counsel.

Adopted October, 1968, ALA Executive Board

Budget Assembly

Council Nominating Committee be asked to bring in recommendations for appointments to the Budget Assembly for Council approval at the Detroit Conference and that this procedure be followed in succeeding years.

Adopted January, 1970, ALA Council

HEADQUARTERS

Executive Director

The Council adopted the following recommendations of the Fourth Activities Committee:

62. That the Executive Board of the Council be authorized...to review administrative decisions made in the internal management of Headquarters by the Executive Secretary.
63. That the Executive Secretary should be authorized to carry out the provisions of the budget, including hiring and firing of staff, without submitting matters previously authorized, or individual appointments, to the Executive Board except in the form of monthly reports of action. Any action by the Executive Secretary should be subject to review by the Executive Board upon request of any member of the Executive Board.

Adopted January 29, 1950, ALA Council

Staff Association

Upon recommendation of the Headquarters Visiting Committee -
VOTED, That the ALA Executive Board approves the Staff Association's request for supplementing its $150 annual contribution toward the expenses of attendance at an ALA Annual Conference by a Staff Association member who might not otherwise attend the ALA Conference.

Adopted November, 1962, ALA Executive Board

Headquarters Library

Administration and Organization

The Librarian shall be responsible to the Associate Executive Secretary. The responsibilities of the Librarian shall include the overall administration of the Library, including the supervision of the staff.
There shall be an Advisory Committee on Library Activities consisting of four members of the professional staff, rotating two each year. The Associate Executive Secretary shall serve as Chairman.

The subcommittee recommends that the grade of the Librarian of the ALA Headquarters Library be reconsidered in terms of the final policy for the Library established by the Executive Board and in relation to the reorganization of ALA Headquarters.

Services

The primary purpose of the Library shall be to provide library service to the following clientele in the order of priority indicated:
(a) Headquarters staff and ALA officers
(b) State library agencies
Note: Service to staff and through staff constitutes service to members.
All letters and inquiries reaching the Library should with least possible exceptions be referred to appropriate offices for reply.

Collections

The Library shall be primarily a working collection, not a research collection, in the fields covered by ALA programs. The present policy of selective acquisition for the collection shall be continued. To the working collection should be added certain unique materials such as the Dana scrapbooks, a collection of materials relating to library buildings, and films on libraries.
The Library shall as a priority measure, catalog its collection and henceforth maintain a union dictionary catalog.
Office reference collections of book materials should be kept at a minimum and should in all cases appear in the Library catalog.
The subcommittee believes that it would be desirable for the Library to be responsible for the organization and indexing of the ALA Archives but recognizes that it cannot be included as a priority at this time.
As ALA programs and projects are completed the ALA Headquarters staff responsible therefore should weed the materials and place them in order for transfer to the custody of the Library.
The Library should be enabled to give service to special projects undertaken by the Association and to this end a percentage of the funds of such projects should be allocated to the Library.

It is recommended that special funds or a grant be sought to organize and record the ALA Archives housed in the basement preliminary to writing an urgently needed history of the American Library Association. It is recognized that this is a separate problem and should not be confused with the prior responsibility of maintaining good current library service.

Adopted January, 1963, ALA Executive Board

Space Expansion

VOTED, That the Executive Board recognize the need for expansion of Headquarters space, that the Board and staff take appropriate action to make a plan for such expansion, and that the Space Needs Committee continue as the agent of the Board in working with the staff.

Adopted May, 1966, ALA Executive Board

Staff Positions and Salaries

Request from a member for annual publication of incumbents, position titles and salaries of ALA Staff. The Board, while noting that much of the information is put before PEBCO in the annual budgets and that full information is available to any member upon request, questioned the usefulness of annual publication of the entire list of approximately 180 staff members. It was suggested, however, that publication of a list of positions with grades and salary ranges would be of interest. On Motion of Mr. Dawson, seconded by Mr. Mohrhardt, it was APPROVED that this be done upon final approval of the proposed classification and pay plan.

Adopted October, 1966, ALA Executive Board

Group Insurance

VOTED, That the ALA Executive Board approves Association financial support of the ALA Staff Group Insurance Plan at the rate of $5.00 per month per staff member covered.

Adopted January, 1967, ALA Executive Board

Changes in Professional Positions

VOTED, That at each meeting of the Executive Board the Executive Director provide the Board a brief written report listing each change in the grading of an existing professional position, and the grade established for each new professional position since the Board's previous meeting.

Adopted October, 1968, ALA Executive Board

Publishing Positions

AGREED, That Publishing positions be treated the same as all other ALA positions.

Adopted January, 1969, ALA Executive Board

INTELLECTUAL FREEDOM

Loyalty Programs

WHEREAS, A democracy must preserve freedom of thought and expression if it is to survive; and
WHEREAS, Loyalty investigations of library employees may create an atmosphere of suspicion and fear and tend to limit intellectual freedom by rendering it hazardous to hold or express other than popular or orthodox views; and
WHEREAS, Librarians have a special responsibility to provide information on all sides of controversial issues, but cannot do so if intellectual conformity becomes a factor affecting their employment or tenure; and
WHEREAS, The American Library Association has received evidence that loyalty tests may easily lead to the violation of the constitutional rights of library employees, and in some cases already have done so; therefore, be it
Resolved, That we, the Council of American Library Association, strongly protest loyalty programs which inquire into a library employee's thoughts, reading matter, associates, or membership in organizations, unless a particular person's definite actions warrant such investigation. We approve the affirmation of allegiance to our Government. We condemn loyalty oaths and investigations which permit the discharge of an individual without a fair hearing. We hold that in a fair hearing the accused is furnished a statement of the charges against him, is allowed to see the evidence against him, is given an opportunity to prepare and to present his defense and to question his accusers with the aid of legal counsel, is presumed innocent until proved guilty, and is given the opportunity, if adjudged guilty, of judicial review.

Adopted July, 1951, ALA Council

Committee on Intellectual Freedom

VOTED, That the powers of the ALA Committee on Intellectual Freedom and the Board on Personnel Adminstration in the areas related to the Loyalty Resolution and the Library Bill of Rights be limited to observing, investigation, and calling attention to the pertinent policy statement and to protesting as a board or committee any actions which appear to violate the policy statements if so authorized by the President and Executive Secretary; that where more delegated action is required the board or committee be charged with making a recommendation to the Executive Board for action; where the Executive Board disagrees on a correspondence vote, the matter must be held over until the next meeting of the Executive Board.

Adopted January, 1951, ALA Executive Board

Labeling Library Materials

In view of our own convictions and those of other practicing librarians whose counsel we sought, the Committee on Intellectual Freedom recommends to the ALA Council the following policy with respect to labeling library materials:
Librarians should not use the technique of labeling as a means of predisposing readers against library materials for the following reasons:

1. Although totalitarian states find it easy and even proper, according to their ethics, to establish criteria for judging publications as "subversive," injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association has a responsibility to take a stand against the establishment of such criteria in a democratic state.
2. Libraries do not advocate the ideas found in their collections. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
3. No one person should take the responsibility of labeling publications. No sizeable group of persons would be likely to agree either on the types of material which should be labeled or the sources of information which should be regarded with suspicion. As a practical consideration, a librarian who labeled a book or magazine pro-communist might be sued for libel.
4. Labeling is an attempt to prejudice the reader, and as such, it is a censor's tool.
5. Labeling violates the spirit of the Library Bill of Rights.
6. Although we are all agreed that communism is a threat to the free world, if materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection.

Because communism, facism, or other authoritarianisms tend to suppress ideas and attempt to coerce individuals to conform to a specific ideology, American librarians must be opposed to such "isms." We are, then, anti-communist, but we are also opposed to any group which aims at closing any path to knowledge.

Adopted July, 1951, ALA Council

Freedom to Read Statement

THE FREEDOM TO READ is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and prevading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.* Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confirmed to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.* A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price or method of distribution, is dealt with in accordance with due process of law.

5. *It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.*
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free

to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.*

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety of usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Endorsed by:
AMERICAN LIBRARY ASSOCIATION
Council, June 25, 1953

AMERICAN BOOK PUBLISHERS COUNCIL
Board of Directors, June 18, 1953

Subsequently Endorsed by:
AMERICAN BOOKSELLERS ASSOCIATION
Board of Directors
BOOK MANUFACTURERS' INSTITUTE
Board of Directors
NATIONAL EDUCATION ASSOCIATION
Commission for the
Defense of Democracy through Education

School Library Bill of Rights

School libraries are concerned with generating understanding of American freedoms and with the preservation of these freedoms through the development of informed and responsible citizens. To this end the American Association of School Librarians reaffirms the *Library Bill of Rights* of the American Library Association and asserts that the responsibility of the school library is:

To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served;

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;

To provide a background of information which will enable pupils to make intelligent judgments in their daily life;

To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;

To provide materials representative of the many religious, ethnic, and cultural groups and their contribtuions to our American heritage;

To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Adopted July, 1955, ALA Council

How Libraries and Schools Can Resist Censorship

Upon recommendation of the Committee on Intellectual Freedom the following statement was adopted:

Libraries of all sizes and types have been under increasing pressures from persons who wish to use the library as an instrument of their own tastes and views. Such individuals and groups are demanding the exclusion or removal of books to which they object or the inclusion of a higher proportion of books that support their views. Similar attacks have been made on schools in connection with books used in their programs. In view of this fact, it seems desirable to set forth a few basic principles that may help librarians, trustees, and school administrators in preserving the freedom and professional integrity of their institutions.

The problem differs somewhat between the public library, with a responsibility to the public to present as wide a spectrum of significant reading matter as its budget can afford, and the school library, whose collections are designed to support the educational objectives of the school. In both, however, there is involved the freedom of the school or the library to meet its professional responsibilities to the whole community.

Every library or school should take certain measures to clarify its policies and establish its community relations. These steps should be taken without regard to any attack or prospect of attack. They will put the institution in a firm and clearly defined position if its book policies are ever called into question.

As a normal operating procedure, every library, and the administration responsible for it, should establish certain principles.

1. There should be a definite book selection policy. This should be in written form and approved by the board of trustees, the school board, or other administrative authority. It should be stated clearly and should be understood by members of the staff. This policy should apply to other materials equally, i.e., films, records, magazines, and pamphlets.

2. A file recording the basis for decision should be kept for titles likely to be questioned or apt to be considered controversial.
3. There should be a clearly defined method for handling complaints. Any complaint should be required to be in writing, and the complainant should be identified properly before the complaint is considered. Action should be deferred until full consideration by appropriate administrative authority.
4. There should be continuing efforts to establish lines of communication to assure mutual understanding with civic, religious, educational, and political bodies.
5. Newspapers of the community should be informed of policies governing book selection and use. Purposes and services of the library should be interpreted through a continuing public relations program, as should the use of books in the school.
6. Participation in local civic organizations and in community affairs is desirable. The library and the school are key centers of the community; the librarian and school administrator should be known publicly as community leaders.

If an attack does come, remember the following:

1. Remain calm. Don't confuse noise with substance. Most attacks come from small groups of people who have little community backing. Time after time the American people have shown that, given the facts, they will back solidly the responsible exercise of professional freedom by teachers and librarians and that they will insist on protecting their own freedom to read. Insist on the deliberate handling of the complaint under previously established rules. Treat complainants with dignity, courtesy, and good humor.
2. Take immediate steps to assure that the full facts surrounding a complaint are known to the administration. The school librarian should go through the principal to the superintendent and the school board; the public librarian, to the board of trustees or to the appropriate community administration official; the college or university librarian, to the president and through him to the board of trustees. Full, written information should be presented, giving the nature of the problem or complaint and identifying the source.
3. Seek the support of the local press immediately. The freedom to read and the freedom of the press go hand in hand.

4. Inform local civic organizations of the facts and enlist their support where possible.
5. Defend the principles of the freedom to read and the professional responsibility of teachers and librarians rather than the individual book. The laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by the courts. The responsibility for removal of any book from public access should rest with this established process. The responsibility for the use of books in the schools must rest with those responsible for the educational objectives being served.
6. The ALA Intellectual Freedom Committee and other appropriate national and state committees concerned with intellectual freedom should be informed of the nature of the problem. Even though each effort at censorship must be met at the local level, there is often value in the support and assistance of agencies outside the area which have no personal involvement. They often can cite parallel cases and suggest methods of meeting an attack. Similar aid in cases affecting the use of books in the schools can be obtained from the Commission on Professional Rights and Responsibilities of the National Education Association.

Every librarian should be familiar with certain basic documents which have been prepared by the American Library Association and represent the position of this national organization of more than 26,000 librarians. Copies of each of these may be obtained by writing the American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

Adopted February, 1962, ALA Council

Library Bill of Rights (Adopted June 18, 1948, and amended February 1, 1961, by the ALA Council)
Statement on Labeling (Adopted July 13, 1951, by the ALA Council)
School Library Bill of Rights (Adopted July 8, 1955, by the ALA Council)
Freedom to Read Statement (Prepared by the Westchester Conference of ALA and the American Book Publishers Council, May 2-3, 1953)

Policies and Procedures for Selection of School Library Materials
(Approved by the AASL, February 3, 1961)

Endorsed by: The Adult Education Association of the USA, Executive Committee; The American Book Publishers Council; The American Civil Liberties Union; The National Book Committee; The National Council of Teachers of English; The National Education Association Commission on Professional Rights and Responsibilities; The National Education Association Department of Classroom Teachers.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality of the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948, Amended June 27, 1967, ALA Council

By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.

INTERNATIONAL RELATIONS

The Role of Libraries

More than ever before the governments and peoples of the world are attempting to construct international organizations to prevent war and promote general welfare. The expanding efforts which our own government and people are making to these ends put upon the libraries of the United States the obligation to inform themselves about international issues and to intensify their efforts to promote understanding and international affairs among the people they serve.

The ALA International Relations Board believes that librarians, libraries, and the materials with which they work are vital to the establishment and assurance of a lasting peace. It therefore affirms that:

1. Librarians should seek ways to promote the use of and to make available all materials which will inform the citizens of the United States concerning the issues involved in international affairs and the points of view of other peoples of the world.
2. Librarians should lend their special abilities and services to facilitate an adequate interpretation abroad of the United States. Such understanding abroad is a matter of first importance to our country.
3. The American Library Association should accept responsibility for placing the library and bibliographical knowledge and discipline needed to accomplish international programs at the disposal of the agencies which are engaged in the promotion of international understanding. Examples of such agencies are the United States government, international organizations such as the United Nations Educational, Scientific, and Cultural Organizations, learned societies, groups such as the Commission for International Educational Reconstruction, and all other groups with activities looking toward the advancement of international library service.
4. The American Library Association should foster and develop plans for the exchange of librarians between this and other countries. It should give particular attention to providing opportunities to younger librarians both here and abroad to gain fruitful international library experience by means of work exchanges, visits, and study abroad.

5. The American Library Association should accept responsibility for taking the initiative, when and as necessary, among the library groups of the United States to assure the continuation and expansion of the exchange of information and ideas between this country and all other countries.

Policy statement of the ALA International Relations Board, adopted June 30, 1947, ALA Council

American Overseas Libraries

The American Library Association has been intimately associated with the overseas library program of the United States Government from its initiation. Under contract from the Government it established and operated in Latin America the first libraries opened under this program. Most of the librarians overseas and the professional staff of the program in the United States have been members of this Association. The Association has been represented regularly on advisory committees and consultants' groups established to give guidance to the program. All told, hundreds of our members over the last ten years have had opportunity in one way or another to observe the operation of the overseas libraries at first hand and to make detailed professional judgments of their holdings, their services, and their effectiveness with foreign audiences.

We believe that these libraries have been operated throughout the years with a single-minded devotion to the interests of the United States. With many impartial observers, we believe that they are among the most effective weapons possessed by the United States in the battle to preserve free men and free minds from the enslavement of Communist political and intellectual tyranny. We know that their effectiveness has depended on the conviction among foreign users that here was a free and open source of truth to which they could turn with confidence for information and enlightenment.

We have been dismayed by the confused and fearful response of the State Department to recent attacks upon this program. The hastily changed directives, the delays in the purchase of books, the charges of book-burning, the fear to buy any books at all have presented a shocking picture abroad and have seriously damaged the effectiveness of the program.

We are, therefore, enormously heartened by the President's recent vigorous attack on book-burning. We support this position fully.

We reaffirm our conviction of the indispensable value of free libraries as the enemy of enslaved minds abroad as at home and our confidence in the professional administration of the overseas libraries. We welcome the opportunity given the new administrator of the proposed independent International Information Administration to reassert the integrity and effectiveness of this program. A decade of world-wide experience makes it clear that integrity and effectiveness require four things:

1. The libraries must express in themselves and their services the ideas of freedom for which they speak.
2. They must provide a service of uncompromising integrity. Their usefulness to the United States rests on the assurance of their users that they are places in which to learn the truth.
3. The Information Administration must be free to use in its libraries what books soever its responsible professional judgment determines are necessary or useful to the provision of such a service. To deny itself the tools to serve the United States for irrelevant reasons of the past associations of authors and in fear of domestic criticism is indefensible.
4. Though no one could justify or would seek to justify the use of the overseas libraries to disseminate material harmful to the United States, it is unworkable to abandon the simple criterion of whether a book is useful to the purpose of the libraries and to substitute elaborate, irrelevant, and offensive schemes of "clearance" of authors.

The American overseas libraries do not belong to a Congressional Committee or to the State Department. They belong to the whole American people, who are entitled to have them express their finest ideals of responsible freedom. In no other way can the libraries effectively serve their purpose, and in no other pattern can this Association aid their progress.

BE IT RESOLVED That copies of this Resolution be sent to the President of the United States and to the Administrator of the International Information Administration.

In addition to the President and Administrator of IIA, the resolution, upon suggestion of Council, has also been transmitted to Secretary of State Dulles and Senator McCarthy.

Adopted June, 1953, ALA Council

U.S. Information Agency

RESOLVED, That it reaffirms its belief in the necessity to maintain a free flow of books and information and its conviction of the value of libraries in the information program of the U. S. Government;
That it expresses its concern over the recent closing of the American Library in London and over the continuing evidence of reduction of high quality library services in the whole information effort;
That it asks the U. S. Information Agency to reexamine the policy which has led to the deemphasis of information library services abroad; and that the Agency dedicate itself to making more effective use of books and libraries as part of its information effort;
That the sense of the concern be conveyed to the President of the United States, to the Director of the U. S. Information Agency and appropriate members of the Congress; and
That the Executive Director of the Association express the willingness of the Association to assist both in a review of the U. S. Information Agency library program and in the development of more effective means of using libraries in the implementation of our Government's information activities abroad.

Adopted January, 1966, ALA Council

Role of Libraries

Librarianship is a profession which transcends national boundaries. The efforts which our own government and people have made and are making to promote international understanding put upon the librarians of the United States the obligation to inform themselves about international issues and to intensify their efforts to promote understanding of international affairs among the people they serve. In addition, the American Library Association should continue in its role of working with international library groups, national library associations and librarians abroad toward common professional goals and assisting in the development of librarians and a profession in those countries where none exist. The American Library Association therefore affirms that:

1. Librarians should seek ways to promote the use of all materials which will inform the citizens of the United States concerning the issues involved in international affairs and the points of view of other peoples of the world. They should also lend their special abilities and services to facilitate an adequate interpretation abroad of the United States.
2. The American Library Association should aid the advancement of international library service by placing its library and bibliographical knowledge and discipline at the disposal of the agencies which are engaged in the promotion of international understanding, for example, the United States government, international organizations such as UNESCO and the Organization of American States, foundations and learned societies and other groups with activities looking toward the advancement of international library service.
3. The American Library Association should develop relationships with librarians and library groups in other countries to work toward common professional goals in service, technical and bibliographical matters and the education of librarians.
4. The American Library Association should continue to foster and develop plans for the exchange of librarians between this and other countries. It should give particular attention to providing opportunities to younger librarians both here and abroad to gain fruitful international library experience by means of work exchanges, visits and study abroad.
5. The American Library Association should continue to take the initiative to assure the continuation and expansion of the exchange of information and ideas between this country and all other countries and to advance the common goals of the profession.

A Policy Statement of the ALA International Relations Committee to replace that adopted June 30, 1947, by the ALA Council - adopted by Council, July 15, 1966.

American Library in Paris

VOTED, That the ALA resume the practice of nominating trustees to the American Library in Paris, and that the International Relations Committee and the Executive Director be requested to offer advice and assistance, when desired and appropriate, to the library.

Adopted July, 1966, ALA Executive Board

International Relations Office

VOTED, That the ALA Executive Board accepts the International Relations Office as an on-going program of the Association.

Adopted April, 1967, ALA Executive Board

United Nations Children's Fund

WHEREAS, In the past twenty-one years the United Nations Children's Fund has shown evidence of concern for the cultural, educational, and social, as well as physical, needs of all the world's children, and
WHEREAS, There has now been established within the framework of the U. S. Committee for UNICEF, an Information Center on Children's Cultures, a library which will supplement with professional staff and resources the informational and educational programs they have developed for the benefit of children in the United States as well as in other countries, be it
RESOLVED, That The Council of the American Library Association hereby commends the United Nation's Children's Fund for establishing a library and educational program for the benefit of children all over the world.

Adopted June, 1967, ALA Council

Overseas Libraries

The council of the American Library Association, assembled in San Francisco, California, on June 30, 1967, expresses its support of the U. S. National Policy Statement on International Book and Library Activities, but continues to be concerned about the

need for improvement in the government's program of libraries overseas. Therefore,
BE IT RESOLVED, That the Secretary of State be requested to have undertaken an impartial study of the purpose, role, operation, staffing, book collections, services and administration of the government's libraries overseas, now the responsibility of the U.S. Information Agency, and it is suggested that particular attention be given to the relationship of these libraries to the public-private mechanism which the Secretary of State's Special Committee is now considering;
FURTHER, That the Council of the Association requests the Executive Director to convey this action to the Secretary of State and to appropriate Members of Congress; and
FURTHER, That the Executive Director express the continued willingness of the Association to assist in whatever review of the program of U.S. libraries abroad might be undertaken and in the development of more effective means of using U.S. libraries abroad to reflect the full range of American life, ideas, and ideals.

Adopted June 30, 1967, ALA Council

International Relations Office

VOTED, That the Guidelines for Action by the IRO be accepted in principle, subject to necessary editorial revisions.

Adopted October, 1968, ALA Executive Board

JOURNALS

Subscription Books Bulletin

VOTED, That the Executive Board approve the decision of the Subscription Books Committee and the Editorial Committee that permission to reproduce reviews from the "Subscription Books Bulletin" be denied any publisher except for reviews of his own publication.

Adopted December, 1941, ALA Executive Board

Booklist Advertising

VOTED, That the Booklist be allowed to accept any kind of advertising, but especially book advertising.

Adopted October, 1952, ALA Executive Board

Subscription Books Bulletin Advertising

VOTED, That current policy of accepting all advertisements with the statement that this does not carry endorsement by ALA is acceptable.

Adopted March, 1960, ALA Executive Board

Honoraria for Editors

Upon recommendation of PEBCO -
VOTED, That honoraria to editors of division periodicals and unit publications be prohibited. To accomplish this, rescind Policy III-G-25 and adopt the following in its place: "Items in the budget requests covering honoraria to editors of unit periodicals and newsletters will not be approved on the principle that the assistance should be obtained through voluntary membership participation."

Adopted July, 1961, ALA Executive Board

Division Periodicals

VOTED, That divisions will be permitted sufficient flexibility to permit shifts in the number of pages planned from one issue to another and shifts in the ratio of advertising to editorial matter as long as additional allocations are not required. This policy to continue until other arrangements are made.

Adopted June, 1962, ALA Executive Board

CHOICE

VOTED, That the ALA Executive Board authorizes the publication of CHOICE: BOOKS FOR COLLEGE LIBRARIES as a publication of the Association of College and Research Libraries, a division of the American Library Association.

Adopted January, 1964, ALA Executive Board

AUTHORIZATION FOR THE ALA PUBLIC RELATIONS REPORTER - VOTED, That the ALA Executive Board authorizes the PUBLIC RELATIONS REPORTER on a semi-permanent basis.

Adopted May, 1965, ALA Executive Board

Subscription Books Committee

VOTED, That inasmuch as the Subscription Books Committee of the Association has conducted its affairs with commendable integrity consistent with the policies and procedures governing its field of responsibility;
THEREFORE, BE IT RESOLVED, That the Executive Board expresses its full confidence in the Subscription Books Committee and its policies and procedures.

Adopted May, 1966, ALA Executive Board

Advertising

Consensus: Staff made the following points: (1) There are instances where it is not easy to recognize an advertisement as being comparative in nature; (2) False and misleading claims, evident in some copy received, is easy to detect and handle; (3) The time element in meeting publishing deadlines sometimes makes screening impossible; (4) A policy statement could not cover all of the problems; (5) The exercise of the best judgment possible seems the only practicable method. The Executive Director pointed out that staff is, from experience, very much aware of the real problems ... and tries to recognize and carry out ALA's obligations to members, readers, and advertisers. The Board ... suggested that the response confirm that the problems raised are matters of concern to the Board and to staff and that staff will continue to exercise the best judgment it can in the acceptance of ads. The Board hoped, also, that the Association might have the benefit of continued cooperation from the industry and organizations within the industry on this matter.

Adopted May, 1966, ALA Executive Board

Subscription Books Committee

The ALA Executive Board, at its May 1966 Meeting, received and considered a complaint from a publisher regarding a Subscription Books Committee review. The Board accepted the opinion of the Committee regarding the work as final, and gave attention to the composition and procedures of the Committee. This experience might be offered future Executive Boards as a guide, should the need arise.

The Board also considered how complaints should be handled in the future and asked the Committee to suggest procedures. Both the Committee and the Board subsequently gave special attention to the handling of complaints. It was recognized that the nature of the Committee's work produces concerns and complaints that, as experience has demonstrated, can involve the Executive Board. It was also recognized that the integrity of the Committee's work and the responsibility of the Executive Board as the central management board of the Association are important factors in the handling of complaints.

It was agreed that: All complaints relating to the work of the Committee shall be brought first to the attention of the Committee through its

Headquarters staff representatives, that as a matter of policy the Committee will give consideration to all complaints submitted in writing and will take such action as it deems appropriate and report this action to the Board.

Adopted January, 1967, ALA Executive Board

Information Science and Automation Division

VOTED, That the Executive Board approves the establishment of a journal by the Information Science and Automation Division providing outside funds can be obtained to help support the journal for three years, and That the Executive Director seek such funds and such amounts as to cover 100% of the net amount for the first year, 2/3 of the net amount for the second year, and 1/3 of the net amount for the third year, in the total amount not to exceed $22,000.

Adopted April, 1967, ALA Executive Board

ALA Bulletin

VOTED, That the Executive Board of the American Library Association wishes to go on record as disapproving the use of the pages of the ALA Bulletin for articles which contain critical references made by one Association member concerning another.

Adopted April, 1967, ALA Executive Board

ALA Bulletin

Organization & Information Issue

VOTED, That the Editor of the ALA Bulletin be directed to see that the Organization and Information Issue of the Bulletin be published as a complete issue annually, to include responsibility statements for each unit of ALA including committees where their responsibilities are not obvious, and that the issue be further expanded to include information concerning services of headquarters available to divisions and the membership such as the materials distributed to new officers at the Orientation Meeting held in Chicago in November, 1967.

Adopted January, 1968, ALA Executive Board

LEGISLATION

Copyright

Upon recommendation of the Committee on Copyright Issues,
VOTED, (1) That the principle of "fair use" be reaffirmed. (2) That the requirement of printing of notice and date of copyright be endorsed as absolutely essential to libraries and library users. (3) That proposals to make the duration of copyright be for a fixed term, both for published and unpublished works, be endorsed. (4) That the principle that libraries be exempted from import restrictions and penalties be reaffirmed. (5) That the principle that government material should not be subject to copyright be reaffirmed. (6) That proposals to have copyright subsist in the Federal Government after its expiration in the hands of the copyright owner be opposed. (7) That copies of these resolutions be transmitted to the Register of Copyrights, to appropriate committees of the U.S. Congress, and to other appropriate officials. (8) That the Committee on Copyright Issues be authorized to take suitable action in presenting these resolutions to those concerned.

THIS WAS EXTENDED BY COUNCIL ACTION AT ITS June 29 Meeting to include the following additional resolutions, also upon recommendation of the Committee:

(9) That the requirement of American manufacture as a qualification for securing copyright of works by American authors be opposed; and (10) That the 'not for profit' principle as now embodied in the Copyright Law be endorsed.

Adopted January, 1964, ALA Council

Florence
Agreement

Whereas the UNESCO-sponsored Agreement on the Importation of Education, Scientific, and Cultural Materials (known as the Florence Agreement) was opened for signature at Lake Success, New York on November 22, 1950, and some 46 nations now adhere thereto; and

Whereas the Senate of the United States did advise and consent to ratification of the Agreement on February 13, 1960; and
Whereas the Secretary of State is, by agreement with the Senate, withholding the deposit of the instrument of ratification of the Agreement by the United States until the Agreement is implemented by legislation enacted by the Congress; now be it
Resolved: that the American Library Association, continuing in its conviction that the United States should no longer delay its adherence to the Florence Agreement, hereby urges the President of the United States, the Secretary of State, the President and Members of the United States Senate and the Speaker and Members of the United States House of Representatives, to take measures to enact as promptly as possible the implementing legislation which will permit the deposit of the ratification of the Agreement by the United States.

Adopted January, 1965, ALA Council

ALA Positions on Copyright

That it be library policy to fill an order for a single photocopy of any published work or any part thereof.
Adopted July 13, 1961, and extended January, 1963 to include:
Before making a photocopy of an entire work a library should make an effort by consulting standard sources to determine whether or not a copy is available through normal trade channels.
(See Memo to Members, August 15, 1961) for Clift's explanation of original position.

The following positions adopted January, 1964:

I. That the Principle of "fair use" be reaffirmed.
II. That the requirement of printing of notice and date of copyright be endorsed as absolutely essential to libraries and library users.
III. That proposals to make the duration of copyright be for a fixed term, both for published and unpublished works, be endorsed.
IV. That the principle that libraries be exempted from import restrictions and penalties be reaffirmed.

V. That the principle that Government material should not be subject to copyright be reaffirmed.
VI. That proposals to have copyright subsist in the Federal Government after its expiration in the hands of the copyright owner be opposed.
VII. That copies of these resolutions be transmitted to the Register of Copyrights, to appropriate committees of the U. S. Congress, and to other appropriate officials.
VIII. That the Committee on Copyright Issues be authorized to take suitable action in presenting these resolutions to those concerned.

Following extensions approved by Council, June, 1964:

IX. That the requirement of American manufacture as a qualification for securing copyright of works by American authors be opposed.
X. That the "not for profit" principle as now embodied in the copyright law be endorsed.

Adopted July 13, 1961, January, 1963, June, 1964, ALA Council

Copyright

VOTED, That the ALA Council adopts the six resolutions of the Committee on Copyright Issues as follows:

A- That the following changes in the bills or in the legislative history are necessary:
1. Include librarians, along with teachers in the discriminatory waiver of penalties for innocent infringement.
2. Permit performance or displays of works in transmissions by government or non-profit bodies for teaching or research.
3. Reject the concept stated in the House Committee Report that fair use is obviated by even a remote possibility of a sale "no matter how minor the amount of money involved", and that fair use is only a temporary right to be superseded by a clearinghouse or other arrangement.
4. Provide that mere computer "input: for educational and library purposes" be not an infringement, while "output" may be subject to the test of "fair use".
5. Retain a fixed period of duration, subject to renewal.

B- With reference to the new proposal to be discussed on July 25:
6. Endorse the proposal for a national commission on copyright, provided that library interests are represented in the appointments, and provided that, in the interim, restrictive legislation be not adopted, but that these issues be referred to the commission for consideration.

Adopted June, 1967, ALA Council

ALA Washington Office

Doris Roberts (representing the Washington Library Association) repeated a previous request that an annual list of contributors to the Washington office be provided for the members upon registration at conferences, and also be printed in the Bulletin. The Executive Director stated that this will be carried out.

Adopted June, 1967, ALA Council

Copyright S.2216

RESOLVED, That the ALA supports the National Commission to be created by S.2216, and

RESOLVED FURTHER, That the ALA strongly urges that the Copyright Revision Bill be amended to provide that such of its terms as relate to any copyright usage under study by the National Commission shall not become effective until the Commission has made its report and the recommendations contained therein have been acted upon by the Congress.

Adopted January, 1968, ALA Council

Copyright S.597

RESOLVED, That the American Library Association seek to have the Copyright Revision Bill (S.597) amended to include the following additional provisions: (1) Chapter I of the bill should contain a new section 118 to read as follows: "Notwithstanding the provisions of section 106 it is not an infringement of copyright for a non-profit school, college, public reference or research library to reproduce a work, or a portion thereof, in its collection for a user of its collection provided such reproduction is not for the direct or indirect commercial advantage of the library and provided further that nothing herein shall excuse such user of its collection from any liability for copyright infringement he might otherwise incur by reason of his use of such reproduction." (2) Chapter I of the bill should contain a new section 117 to read as follows: "Notwithstanding the provisions of section 106, it is not an infringement of copyright for a non-profit school, college, public, reference or research library to reproduce a work in its collection without permission of the copyright owner or owners, if such reproduction is for the purpose of replacing such work, or a portion thereof, and not for the direct or indirect commercial advantage of the Library." and (3), RESOLVED FURTHER, That the Assocation opposes the passage of any copyright revision bill not containing the substance of the foregoing amendments.

Adopted January, 1968, ALA Council

ALA Federal Legislative Policy

The American Library Association is an organization of libraries, librarians, library trustees, and others interested in libraries and in their contributions to the educational, scientific, economic, social and cultural needs of society. The development of the Association has paralleled that of the major library movement and of the growth of librarianship in America. With members in every state and in many other countries, it is the chief spokesman for the people of the United States in their search for all types of library and information services. It has a close working relationship with more than seventy other library associations in the United States, Canada, and other countries and also works closely with many other organizations concerned with education, research, recreation, cultural development, and public service.

Government at all levels has recognized both in the declaration of legislative intent and policy and by increased financial support, the educational, cultural, scientific and economic importance of libraries as essential to the national interest. National and individual progress depends upon access to a wide range of media of communication. People of all ages, interests and socio-economic conditions must be provided with materials to meet their needs for information and for intellectual growth.

To facilitate library cooperation on all governmental levels and to assist in interpreting library needs to the Congress, to the federal and state executive agencies, and to the people of the United States, the Association maintains an office in Washington, D. C., in addition to its headquarters in Chicago. At the national level, the American Library Association is the only nongovernmental organization representing all types of library and information services.

AMERICAN LIBRARY ASSOCIATION OBJECTIVES

The Assocation promotes library development throughout the United States to ensure that all citizens have easy access to library materials and services to meet their needs. For the benefit of library users, it works to improve the professional standards of librarianship to assist in making library materials and services more vital forces in American life. It endeavors to improve state, public, school and academic libraries and those of the special libraries serving government, the armed services, commerce and industry, hospitals and other specialized institutions. It promotes the coordination of all library resources for research and cooperation among libraries in planning and providing services. It encourages the establishment of library services for those with special needs, such as the aging, the handicapped or disadvantaged, the gifted or talented, and the non-English speaking population. It supports more effective use of libraries in the education of adults, young people and children. To upgrade the quality of professional library services, the Association works to improve the library manpower situation through an active recruitment program, adoption of policies for better professional education, and the development of personnel standards for libraries of all types, including personnel qualifications, salaries, working conditions and personnel benefits. It stimulates the production and distribution of books and other library materials to meet the needs of the people.

Adequate library resources and services must be made an integral part of all communities, schools, vocational institutions, junior and senior colleges, universities and agencies with specialized requirements. Library resources must encompass human knowledge in all its forms, totality, and complexity, organized in ways that will make it possible readily to locate and disseminate ideas and information to satisfy the needs and demands of individuals and groups in our dynamic society.

Libraries, as integral institutions in the total educational structure in our democracy and as the primary depositories of man's knowledge and ideas, have direct responsibility for promoting intellectual freedom and in making books and other materials of communication readily available in quantity to Americans of all ages, races, creeds, and circumstances. In performing this essential work, libraries require and deserve adequate public support at all levels of government. The nation itself has a stake in achieving this goal.

Important contributions to world peace can be made by promoting the development of libraries in other nations; by encouraging the interchange of ideas, informational materials, and persons with all nations; and by advancing research and scholarship which know no national boundaries.

FEDERAL LEGISLATIVE POLICY

Federal legislation relates directly to the achievement of these objectives. Representing the users of libraries, the Association serves as a source of information to those concerned with establishing or implementing legislation affecting library and information services. Legislative developments in the following areas are considered especially pertinent:

I. DIRECT SERVICES TO LIBRARIES

Federal Aid to Education

Comprehensive federal aid to public education is needed to support the states and their subdivisions in establishing and maintaining adequate educational services and facilities and in equalizing educational opportunities. The success of federal programs of categorical aid to education, as exemplified by the several existing federal-aid-to-education programs, clearly demonstrates the contribution the federal government can make to promoting broadened educational opportunities for all.

National Commission on Libraries and Information Science

Achievement of the objectives of the American Library Association requires formulation of a national policy, enunciated by the President and enacted into law by the Congress, which affirms that the American people should be provided with library and information services adequate to their needs, and that the federal government, in collaboration with state and local governments and private agencies, should exercise leadership in assuring the provision of such services.

For implementation of the national policy with respect to library and informational services the ALA supports the recommendation of the National Advisory Commision on Libraries that a National Commission on Libraries and Information Science be established as a continuing federal planning agency.

School Libraries

The school library is an integral part of the school, supporting every aspect of the curriculum. It may be designated as an educational media center, an instructional materials center, a learning resources center or a school library. At all levels of elementary and secondary education and in vocational schools effective teaching and learning are increasingly dependent on well-stocked school libraries staffed by professional librarians and other media specialists. The federal government has recognized the school library's contributions to education and especially its important function in stimulating intellectual and cultural growth in both advantaged and disadvantaged children, as evidenced by the Elementary and Secondary Education Act, the National Defense Education Act, and the Higher Education Act.

The Association supports increased federal assistance to provide professional library personnel in individual schools and at school-system and state levels and also supports adequate collections of library books and other educational media and the library facilities essential to stimulate and strengthen the development of school library services required in programs of quality education.

Junior College, College and University Libraries

Libraries are a vital part of higher education and must be expanded greatly to meet the needs of fast increasing numbers of undergraduate and graduate students and to support significant efforts to strengthen existing programs of instruction and research. Funds for library materials and personnel, federal scholarships and loans, special grants, research grants and contracts, assistance in building programs, and tax exemptions for educational institutions benefit the nation by improving the quality of higher education. The Higher Education Act and the Higher Education Facilities Act have contributed greatly to higher education improvement by providing for library resources and facilities.

Increased support of junior college, college and university libraries must be a part of, or a corollary to, increased support of higher education. Any federal legislation which stimulates new or expanded educational programs should provide additional funds for meeting the library needs which will be created inevitably by these programs.

Public Libraries

Public libraries are essential components of our total educational structure and are of social, educational and economic benefit to citizens of all ages in every community. Their services and resources must be strengthened and expanded greatly to meet growing needs of a diverse population for information, understanding and self-realization.

Increased federal assistance is needed to strengthen basic library resources, to develop strong library systems, and to provide for adequate library facilities.

Additional federal legislation and funding are recommended that will stimulate and assist public libraries in developing new programs and services that will assist in meeting critical social and educational needs, in providing coordinated library services in metropolitan areas and in improving access to information.

The Association also supports the inclusion of the public library in federal legislation designed to strengthen or create community services and programs of social and educational nature.

Library Services to the Blind and Handicapped

Substantial progress has been made in the development of specialized library service to the blind, and to the physically handicapped. The Association supports programs to strengthen and expand library service not only in these areas but to all persons with handicaps to reading. It also encourages adequate financial support from federal, state, and local sources for libraries which undertake these specialized services.

State Libraries

State library agencies are the keystone to the development of a program of total library services in a state. They are responsible for statewide library planning that provides for state support, the effective utlization and administration of federal funds for libraries and for the coordination of library development. They support and backstop the resources and services of libraries in the states, and provide for services to state government, institutions, and special groups.

State library agencies must be strengthened in order to discharge these responsibilities effectively. The Association recommends federal legislation that will assist the states to provide strong state library agencies.

Library Service to Institutions

The Association strongly advocates that a library service program be provided in Institutions. Service should be available to the residents and staff in correctional institutions, mental and general hospitals, nursing and medical schools, orphanages, residential schools for special handicaps. Adequate financial support should be supplied on the federal, state and local levels to provide for these services.

Education of Librarians and Information Scientists

The critical shortage of librarians, information specialists and supportive staff to effect library development programs makes it imperative that funds be provided to increase the quantity and quality of preservice and continuing library education programs through scholarships, fellowships, and training institutes. Manpower is one key to improvement of libraries of all types, and increased federal assistance is necessary in the national interest. Especially needed is funding of legislation to assist in establishing or strengthening programs for the education of librarians and information scientists.

Research in Library and Information Science

With the tremendous acceleration in the production of information and the increasing demands of larger numbers of people in business, industry, government, research and educational organizations for information, it is essential that additional federal support become available for research in library science and information storage and retrieval.

Public Works

As a means by which library facilities may be extended and improved, the Association favors the inclusion of libraries in legislation providing for programs of public works.

Surplus Property

The Association supports the policy of permitting libraries, like other educational institutions, to receive both real and personal surplus property.

Federal Library Services

Library of Congress

The Library of Congress, together with other national libraries of the United States, forms the keystone upon which any program of national library service must rest. In addition to serving the Congress, it performs more national library functions than does any other library in the world. These functions are vital to the library and research communities of the United States. The Association supports the improvement and extension of its present services and advocates the appropriation of sufficient funds to carry them out effectively. The Association believes that additional research programs should be undertaken by the Library of Congress in library techniques and services and encourages the Library to take even greater leadership in making library materials and services available in cooperation with other libraries, assisting libraries in acquiring foreign materials, utilizing new technological advances, and in increased responsibility for the provision of cataloging information. The Library of Congress should be specifically authorized by Congress to exercise these leadership functions by designation as the national library.

Other Federal Libraries

The Library of Congress, the National Agricultural Library, and the National Library of Medicine are each recognized as having national responsibility for collecting, organizing, and servicing research materials in its field. Numerous other federal libraries have significant research collections and a considerable measure of national responsibility beyond the specific agencies which they serve. Such federal libraries should receive financial and other support commensurate with their responsibilities. A national system of library services, with federal libraries and federal funds providing resources and support, should be created and developed to serve the library needs of the nation.

As the nation's need for more specialized information become increasingly more acute, additional networks of highly specialized library and information services must be created and developed to serve both private and public interests.

Bibliographic Services

Catalog card distribution, production of bibliographies, and other bibliographic services of the Library of Congress and other federal libraries should be strengthened and made available through local library services. Only effective distribution of bibliographic works can ensure access to and fullest use of this material. The Association supports full implementation of the centralized cataloging services of the Library of Congress authorized under Title II, Part C, of the Higher Education Act.

The Association supports the use of libraries as reference centers for providing scientific and technical information to business, commerce, and industry, under the State Technical Services Act of 1965, administered by the U. S. Department of Commerce.

U. S. Office of Education

Adequate educational services and facilities and the equalization of educational opportunities are essential to our national welfare. As a primary agency in promoting the improvement of education, the U. S. Office of Education carries responsibilities for libraries and library services. Since library service cuts across all bureau lines, there should be a strong staff to review and coordinate all library activities in the Office of Education and to maintain leadership not only within the limits of current legislation but in terms of an ongoing program.

The U. S. Office of Education gives advisory and technical assistance in extending and improving library education and the resources, services, and facilities of school, college, university, research, state, special, and public libraries; prepares valuable statistical compilations, research reports, and other essential library publications; and administers programs of importance to libraries under a number of legislative acts. The Association is vitally interested in and gives support to a fully developed and coordinated program of library services in the U. S. Office of Education.

Policies and Activities of the Federal Government Affecting Its Libraries and Library Employees

Personnel Policies

General. In order to fulfill the library's function of serving as an unbiased, nonpartisan source of information, the Association supports a library personnel program based on the following: (1) a sound position classification plan; (2) selection and promotion based soley on merit, with persons chosen for their educational, professional, and personal qualifications; (3) well-organized plans for in-service training and merit rating; (4) fair conditions of employment, including vacations with pay, paid sick leave, and provisions for group insurance, to promote job satisfaction and high morale; (5) an equitable and adequate pay plan to attract and hold men and women of marked ability; (6) an actuarially sound retirement plan supplemented by, or including, federal social security; (7) security of intellectual freedom; and (8) tenure with protection against discharge and demotion without adequate cause and fair hearing.

Civil Service. The influence of a strong, federal civil service system extends beyond the federal system and affects standards for library positions everywhere. The Association supports the development and maintenance of a valid classification system for all levels of library personnel. For professional positions, the Association advocates that qualifications be in terms of professional education.

Recruiting of Librarians. Along with a strong, flexible civil service system there should be an aggresive recruiting program for librarians by the federal government.

Supplementary Library Services from the Federal Government

The federal government and the nation's libraries have entered into a series of joint programs designed to bring information to the citizenry and especially to scholarly and research communities. These programs should be strengthened so that public information, scholarship, and research will not suffer from inadequate resources.

Depository Libraries for Federal Publications

The Depository Library System makes certain federal documents available to those libraries of the country designated as Depository Libraries. These depositories, in turn, constitute a network of information centers through which citizens may request and use federal publications. This is a sound program essential to an informed citizenry.

Vigorous, wholehearted administrative support is needed to include more publications, to establish an advisory and consultative program and an improved bibliographic service, and to promote closer liaison with the cooperating libraries. The Association supports further improvement and extension of the depository library program.

The Association believes that concurrent, comprehensive research studies of the federal depository library system and of the provision of the publications of all state governments, within each state, should be undertaken as early as possible. The aim of such studies should be to develop a national plan for government publications that would result in more logical systems of depositories for federal and state publications and to make information more readily available and accessible to the general citizenry, scholars, and research workers.

II. INDIRECT SERVICES TO LIBRARIES

Postal Rates

The widest possible dissemination of information is essential to our nation's welfare. The Association, therefore, believes in low postal rates on all informational, cultural and educational materials. It recognizes the assistance given by the Congress in establishing and in designating these rates as public service functions of the Post Office Department.

Taxation

The Association believes it is in the public interest that libraries as educational institutions, and the distribution of educational, cultural, and scientific materials used by libraries, not be unjustly burdened by taxation. Libraries and library materials are already frequently given special treatment and exemptions in the tax laws of the federal, state, and local governments. In the various studies of tax policy either underway or contemplated, the application of this principle needs to be extended further.

Copyright

The Association strongly favors the adaptation of the United States copyright law to reflect the changing techniques of communication in the interest of interposing the fewest possible obstacles to the communication of ideas consistent with preserving the fundamental constitutional purpose of encouraging creative endeavor.

Social Security

The Association supports a strong federal social security program as an important contribution to, and as a basis for, actuarially sound retirement programs for librarians.

III. INTERNATIONAL PROGRAMS

Introduction

Librarianship is a profession which transcends national boundaries. The efforts which our own government and people have made and are making to promote international understanding put upon the librarians of the United States the obligation to inform themselves about international issues and to intensify their efforts to promote understanding of international affairs in the people they serve. In addition, the American Library Association should continue in its role of working with international library associations, and librarians abroad toward common professional goals and assisting in the development of librarians and a profession in those countries where none exist.

United Nations

The Association supports participation by the United States in those programs of the United Nations and of its specialized agencies which, in fulfillment of the objective of the Charter, relate significantly and constructively to books, reading, and libraries. The Association will support legislation implementing United States participation in the United Nations and its specialized agencies toward these ends.

UNESCO

The Association supports the principles of UNESCO as stated in the UNESCO constitution and endorsed by the government of the United States. Through its representation in the U. S. National Commission for UNESCO and through the work of its various committees and individual libraries and librarians, it seeks to assist in the implementation of the UNESCO program in this country and abroad, particularly those aspects of it involving the development of library services and bibliographic activities throughout the world. It favors adequate support for the necessary staff in the Department of State to facilitate this work.

The Association supports implementation by the United States of the Florence Agreement (Agreement on the Importation of Educational, Scientific, and Cultural Materials) and the Beirut Agreement (Agreement for Facilitating the International Circulation of Visual and Auditory Materials of an Educational, Scientific, and Cultural Character).

Organization of American States

The Association has long been active in programs for the improvement of library and bibliographic services in Latin America and of relations among the libraries of the Americas. It collaborates with the Library Development Program of the Pan American Union, General Secretariat of the Organization of American States, and favors strengthening the program to meet its objectives of improved communication among the peoples of the Western Hemisphere.

International Exchange of Persons

The International Exchange of Persons program which has contributed to better understanding, should be continued, and foreign visitors under the program should be given the opportunity to observe libraries in this country and to understand their contribution to American life. The exchange of librarians between this and other countries should be encouraged with government subvention to libraries and library schools for observation, study and in-service training.

International Flow of Publications

The interchange of publications between the United States and other countries is important for international understanding. Federal programs should be supported to improve the supply of books from abroad in libraries of all types to inform the citizens of the United States concerning the issues involved in international affairs and the points of view of other peoples of the world.

The wide distribution of American publications abroad is a most effective means of providing information about the United States to the people of other nations. The American Library Association continues to be convinced that the federal government should maintain strong programs of book distribution and translation to this end, and that the financial support for these purposes should be at a high level, consistent with the importance of the ends to be achieved.

The federal government should support and strengthen exchange agencies to make them positive forces for the exchange of official foreign documents for American libraries, and should take advantage of exchanges as a means of improving the flow of publications of all kinds between the libraries of the United States and those abroad. This kind of activity should be closely correlated with that of the Smithsonian Institution, the Library of Congress and other research libraries, and such services should be developed to give rapid service.

Customs Regulations

The easy importation of foreign books and other library materials for scholarly and research purposes and the continuance of customs policies which permit library materials to enter duty free under simplified customs regulations should be continued. (See also reference to the Florence and Beirut agreements under UNESCO, page 91).

United States Libraries Abroad

The Association continues to encourage the federal government to provide adequate funds to establish and maintain abroad information libraries administered by professionally trained and experienced American librarians, in order to assure competent and reliable sources of information about the United States. Accordingly, the Association favors the concept of a public-private mechanism that would operate or assure the funding of such libraries as models of an important institution in the United States.

International Copyright

The establishment of reciprocal copyright relationships with other countries through appropriate international arrangement such as the Universal Copyright Convention should be encouraged.

International Postal Policy

The United States international postal rates on educational and cultural materials should continue to be based on the optional provision in the Universal Postal Convention permitting reduced rates on these materials. The several proposals made by UNESCO for the modification of the Universal Postal Convention to encourage wider and easier international distribution of educational and cultural materials should be supported.

Economic and Educational Development Programs

United States programs to help underdeveloped countries with their educational problems should be continued and should include assistance in developing local publishing capabilities, adequate distribution arrangements for publications, and libraries, bibliographic control of publications, and information services of all kinds.

IV. INTELLECTUAL FREEDOM

The Association holds intellectual freedom to be indispensable to the preservation of those individual liberties and democratic institutions guaranteed by the Constitution of the United States. Free communication in every form through all media is the foundation of intellectual freedom. The Association's position in support of intellectual freedom is clearly set forth in its officially adopted "Library Bill of Rights".

V. EXISTING FEDERAL LAWS AFFECTING LIBRARIES

Adopted June, 1969, ALA Council

LIBRARY EDUCATION

Standards for Accreditation[1]

The Committee on Accreditation is authorized by the Council of the American Library Association to serve as an accrediting agency for programs of library education at the graduate level. The standards herein set forth provide principles for evaluating the basic program of education for librarianship covering five years of study beyond the secondary school. A list of library schools offering programs approved under these standards will be maintained. The term "library school" as used in these standards means a professional school or a department or division organized and maintained by an institution of higher education.

The standards of the institution which maintains a library school, its general reputation and its recognition by appropriate accrediting agencies shall determine the eligibility of a program of library education for consideration.

The Committee will determine the eligibility of a library school for inclusion on the approved list on the basis of evidence presented by the institution, of the report of a visiting committee appointed by the Committee, and other pertinent information.

Organization and Administration

The library school responsible for the program of library education shall be an integral part of the parent institution and shall be assured of status and continuing financial support sufficient to carry out the program in accordance with these standards.

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[1] *Prepared by the ALA Board of Education for Librarianship assisted by the ALA Library Education Division and the Association of American Library Schools. By action of ALA Council on June 21, 1956, the Board of Education for Librarianship was replaced by the Committee on Accreditation. With only editorial changes in the introductory paragraph, the Standards for Accreditation are reprinted here from the ALA Bulletin, February, 1952.*

The Standards and Guide for Undergraduate Programs in Librarianship, adopted on July 14, 1958, by the Committee on Accreditation and on January 29, 1959, by the ALA Council, were developed for advisory purposes and were reprinted in 1961.

The program shall be administered by an executive officer empowered by the institution with sufficient authority to accomplish the objectives herein outlined.

The executive officer shall have qualifications similar to those required of the faculty and competence necessary to fulfill the additional responsibilities of his office. His academic status and title shall be appropriate to his position as judged in relation to the organization of faculty in the institution.

Financial Status

The institution must give evidence of genuine interest in the library school and of intention and ability to provide continuing financial support sufficient to develop and maintain professional education in accordance with the general principles set forth in these standards. The adequacy of the financial provision for a library school shall be judged in relation to the number of students, program of professional education, the financial support and salary schedule of the institution, and necessary instructional facilities and equipment.

Faculty

The faculty shall be adequate in number, authority and competence to determine and to carry out a program designed to achieve the objectives stated in these standards and other objectives of the library school.

The instructional program must be the responsibility of a corps of full-time faculty sufficient in number to provide stability and continuity of instruction, to carry the major portion of the teaching load and to represent a variety of competencies.

Administrative and Noninstructional Staff

The administrative and noninstructional staff shall be adequate in number and competence to enable the executive officer and faculty to carry out the administrative and instructional responsibilities undertaken by the library school.

Curriculum

The basic program shall include (a) general education which comprises a systematic survey of the various fields of knowledge, concentration in one or more subject fields, background courses of special value in library service and (b) study of professional principles and methods common to the several kinds of libraries and of library service. A study of specialized service in general or special libraries built on a sound foundation of general academic and professional education may occupy a place in the basic program. This program shall require a minimum of five academic years of study beyond the secondary school level.

Professional library content should constitute approximately one-fifth of the five-year program. Such content may be concentrated in the final year or distributed over the later years of the program, and should be so placed that students have necessary prerequisite preparation. Undergraduate programs of library education shall be accepted as part of the five-year program insofar as they contribute to its objectives.

The curriculum should be characterized by the following underlying aims: It should be animated by a sense of purpose through emphasis on the significance and functions of the subjects taught; it should develop professional librarians grounded in the fundamental principles and processes common to all types of libraries and all phases of library service; it should stress understanding and ability to apply basic principles and methods; it should keep abreast of current trends in library development and professional education; it should stimulate continuous professional growth. The curriculum should show sound construction. It should be complemented by conferences of faculty with students as a means of helping each student to realize his potentialities.

Admission Requirements

Intellectual strength, personal balance and adjustment, aptitude for library service, and promise of professional purpose and development should be given primary consideration in admitting students.

Library schools which concentrate the professional library content of the five-year program in the final year shall base admission upon (a) graduation from an approved college or university, (b) adequacy of background in general and special subject education, and (c) scholarship to meet the standards for graduate study in the institution. Library schools which admit students at an earlier level shall establish (a) requirements that make possible the completion of the basic program as outlined under "Curriculum" in a minimum of five years of study, and (b) scholarship requirements to meet institutional standards for graduate study. Library schools shall be responsible for achieving over-all objectives of the curriculum through selection of students and/or requiring relevant course work subsequent to admission to the library school.

In conformity with the policies of the institution a library school should reserve the right to interpret admission requirements in favor of the occasional applicant of exceptional ability who fails to meet formal requirements. The school should have the right to refuse admission to persons who present proper academic credentials but who fail to meet standards indicating personal balance and adjustment, aptitude for library service and promise of professional purpose and development.

Degree

The appropriate credential for satisfactory completion of the five-year program is the master's degree.

Quarters and Equipment

Quarters should include classrooms, administrative, work and assembly rooms that are adequate and suitable for the program of the school. These quarters should be equipped for effective administration and instruction.

Library Facilities and Services

Adequate library facilities and services shall be provided. The character and organization of the library of the institution, the special collections for the library school, and other local library resources, will be judged in relation to the curriculum offered.

Adopted July 13, 1951 and revised as indicated, ALA Council

Accreditation Appeals

APPROVED the following statement to be used in appeals following COA decisions: In the event an institution wishes to appeal a decision on accreditation made by the ALA Committee on Accreditation it may send such an appeal to the ALA Executive Board. The President of the Association will appoint a subcommittee of the ALA Executive Board to review the decision. The subcommittee shall have authority either to support the decision of COA or to refer the application back to the Committee on Accreditation for its further consideration. This procedure to be included in statements on accreditation procedures sent to the institutions involved.

Adopted November 22, 1963, ALA Executive Board

MEMBERSHIP

Dues for Members in Armed Forces

VOTED, That for the period of their service in the Armed Forces, dues of ALA members be waived beginning January 1, 1951, with the understanding that this provision does not apply to ALA members engaged in library service with the Armed Forces.

Adopted January, 1951, ALA Executive Board

Honorary Membership

It was agreed that honorary membership must be meaningful and, therefore, limited, and that only ALA honorary members should be made honorary members of the divisions, and the Board approved as policy the following statement: "That the ALA Executive Board, which, according to Bylaw Article 1, Sec. 1 (e) has the sole authority to nominate honorary members, give consideration to the candidates for such membership recommended to it by the board of directors of such divisions. If such persons are elected to honorary ALA membership, the divisions may make them honorary members."

Adopted July, 1958, ALA Executive Board

Honorary Members

Persons nominated by the Executive Board and elected for life by the Council. (Bylaws I, Sec. 1 (e).)

General Statement

Honorary membership may be conferred on a living citizen of any country whose contribution to librarianship or a closely related field is so outstanding that it is of lasting importance to the advancement of the whole field of library service. It is intended to reflect honor upon the ALA as well as upon the individual.

Supplementary Guide

1. To be eligible for honorary membership, a person should be so outstanding that there can be no question about his suitability.

2. Honorary membership should be conferred for a significant contribution to librarianship or a closely related field rather than as a reward for "a job well done".
3. The designation should recognize the contribution of an individual per se, rather than an individual representing the accomplishments of many.
4. The person elected to honorary membership should be of such caliber as to reflect honor upon the ALA by this designation.
5. Honorary membership should be conferred because of a contribution of more than passing importance and interest and of more than local or limited achievement. It should not be conferred because of momentary enthusiasm.
6. A citizen of any country is eligible for honorary membership.
7. The recipient may be a librarian or a person in a related field.
8. Only a living person should be considered for honorary membership.
9. Potential candidates are not likely to be numerous at any one time.

Adopted March, 1960, ALA Executive Board

Membership
Dues
Peace Corps

VOTED, That ALA membership dues for present ALA members and current library school graduates entering the Peace Corps, including membership in two divisions as well, be waived during the period of their Peace Corps Service.

Adopted January, 1965, ALA Executive Board

Suspension of Membership

VOTED, That the Executive Board shall suspend from membership in the Association any member who has been found by competent government authority to have violated any federal, state or local civil rights law, such suspension to continue until such time as the Executive Board has been satisfied that the member is in full compliance with the law.

FURTHER, That the Executive Board forward signed complaints involving alleged illegal discrimination by libraries to appropriate federal, state and local agencies for investigation and action after having satisfied itself that such complaints are not part of a program of harassment.

Adopted July, 1966, ALA Executive Board

Petitions

Finding that no guidelines have been established for the format of petitions submitted requesting the creation of new divisions, round tables, etc. of the American Library Association, the Committee on Organization proposes the establishment of the following as minimum acceptable standards for such documents:

1. The purpose of the petition shall be clearly stated on a single sheet attached to each group of signature pages.
2. Each signature page shall contain this statement: "I favor this petition to...".
3. Petitioners shall sign and give library affiliation legibly. Failure to do so may result in the invalidation of the petition.
4. Information about this format and a sample petition will be supplied from ALA Headquarters to anyone inquiring.
5. Petitioners shall be personal members of ALA.

The Committee on Organization recommends that Council adopt these guidelines and requests that they be given appropriate publicity.

Adopted January, 1967, ALA Council

ORGANIZATIONS

Relations with Organizations for Profit

As a nonprofit organization operated in the interest of a profession and responsible to a Council which determines policy, the American Library Association must abide by certain principles in any undertaking which involves an agency organized for profit.

1. The project shall be in the interest of libraries, research, or education.
2. The contribution of the American Library Association shall be within the sphere of library service and its relation to research and education.
3. The amount of responsibility given to the American Library Association shall be sufficient to justify its involvement.
4. The American Library Association shall have authority and responsibility for policy decisions involving primarily library considerations.
5. The use of the name of the American Library Association in connection with any project under consideration shall not imply endorsement of the cooperating agency's policies, products, or services.
6. Direct financial gain to either party shall not be the primary objective of any project.
7. In any cooperative venture, in connection with which the name of the American Library Association will appear, the Association and cooperating agencies will enter into a written agreement as to form, scope and content of any publications, and as to terms of cooperation. The Association shall retain final authority in questions which arise subsequent to the agreement, although every effort shall be made to meet mutually satisfactory solutions.
8. None of the American Library Association published reports, findings, etc., shall be circulated under the imprint of the cooperating agency, without permission of the Association.
9. No entertainment features by commercial organizations will be permitted in public space controlled by the American Library Association at the time of its annual meetings, without the approval of the Executive Secretary of the Association.

Adopted December, 1945, ALA Council

U. S. Mission to United Nations

VOTED, That the ALA send an observer to the Conference Group of National Organizations to the United States Mission to the United Nations but that it pay no fee.

Adopted January, 1951, ALA Executive Board

American Library Institute

VOTED, That the Executive Board accept with appreciation the sum of $1,743.99, the balance of the funds of the American Library Institute, with the understanding that the money will be used in the interest of scholarly research and publication in accordance with the purposes of the Carnegie Corporation grant to the Institute; and further, that the ALA agree to keep the archives of the Institute.

Adopted January, 1951, ALA Executive Board

Memberships in Organizations

"A recommendation that in future budget presentions there be a separate item for ALA and divisional membership costs in other national and international organizations."

Accepted November 10, 1956 ALA Executive Board

Council of National Library Associations

VOTED, that the recommendation of PEBCO that membership in CNLA by divisions be discontinued in favor of a single ALA membership with the ALA Executive Secretary to be one of the two representatives be adopted by the Executive Board.

Adopted June, 1957, ALA Executive Board

On November, 1957, the ALA Executive Board VOTED, That the two representatives from ALA to CNLA be the President and the Executive Secretary, the latter serving in place of the Immediate Past President.

On June, 1959, the ALA Executive Board
The Board rescinded its policy to elect a long-term alternate representative to CNLA in favor of the usual succession procedures in case of the absence of regular delegates to CNLA meetings.

American Standards Association Committee on Standardization of Library Supplies and Equipment

Upon recommendation of the Library Technology Project--VOTED, That ALA assume sponsorship of this committee and that responsibility for the sponsorship be assigned to the Library Technology Project.

Adopted January, 1960, ALA Executive Board

Membership in Organizations

To guide the Association in considering membership invitations from outside organizations, it shall be the Association's policy to consider such invitations in terms of

- (a) The Association's responsibility to support the objectives of the organization
- (b) The extent to which participation in the organization will advance ALA's own objectives
- (c) The demand on the budget

And further, That PEBCO review at five-year intervals all ALA memberships in order to ascertain their continued desirability.

Adopted June, 1960, ALA Executive Board

U. S. Committee for United Nations

Upon recommendation of the Committee on Organization--VOTED, That the ALA Advisory Committee to the United Nations be discontinued, and that the ALA representative to the United Nations provide any liaison required by the U. S. Committee for the United Nations; and that the ALA expresses to the U. S. Committee for the United Nations a willingness to assist and serve as called upon.

Adopted February, 1961, ALA Council

Council of National Organizations of U. N. Association

During the Board's third session it took action pending IRC's recommendation, and after conferring with the chairman, Mr. Milczewski, confirmed the motion moved by Mr. Rogers, seconded by Mr. Dawson, that ALA not become a member of the Council of National Organizations of the United Nations Association of the United States of America.

Adopted January, 1966, ALA Executive Board

American Standards ASA X3 Committees

VOTED, That the Executive Board approves the recommendation of the Organizing Committee for the Information Science and Automation Division that ALA participate in the ASA X3 Committees and Further, That such representation be through ISAD.

Adopted July, 1966, ALA Executive Board

AASL-NEA

Council, June, 1969, approved AASL Proposal that its status in NEA be altered from that of department to that of an associated organization.

Approved June, 1969, ALA Council

POSITION STATEMENTS

Reproduction of Library Materials

The following statement of policy with regard to the reproduction of library materials was adopted by the Council on December 28, 1940. One paragraph that was rescinded by Council action June 26, 1940, is omitted.

I. Non-Copyright Material

(Published works not copyrighted in the United States, or on which copyright has expired.)

a. Out-of-Print. There appear to be no legal or ethical reasons for any restrictions on library reproduction of such materials, either for use within the institution or for sale.

II. Copyright Material

a. Out-of-Print. This material enjoys the complete protection of the Copyright Law but the courts recognize that "fair use," which includes reasonable copying, may be made of copyright material. The final determination as to whether any act of copying is a "fair use" rests with the courts. But the practical and customary meaning of "fair use" applicable to reproduction for research purposes was agreed upon in 1935 by the National Association of Book Publishers and the Joint Committee on Materials for Research. The Book Publishers Bureau, which now exercises the functions of the old association has acknowledged the agreement. The agreement recognizes the right of a library to make and deliver a single photographic reproduction of a part of a book or periodical volume in which copyright still subsists to a scholar who represents in writing that he desires such reproduction in lieu of loan of such publication or in place of manual transcription and solely for purposes of research. The agreement requires (1) that the library give to the person receiving the reproduction due notice in writing that he is not exempt from liability to the copyright proprietor for any infringement of copyright by misuse of the reproduction and (2) that the library furnish such reproduction without profit to itself. It is recommended that, in all cases which do not clearly come within the scope of the agreement, either the scholar requiring the reproduction or the library to which the request is made seek the permission of the copyright owner before reproducing copyright material. Special care is called for in the case of illustrations or articles that are covered by a special copyright in addition to the general copyright on the whole book or periodical. Attention is called to the fact that a publisher's permission is not legal protection to the library unless the publisher is either the copyright owner or an agent of the owner duly authorized to grant such permission.

b. In Print. Legally there is no distinction between in print and out-of-print copyright material. Reproduction of in print material, however, is more likely to bring financial harm to the owner of the copyright, and it is recommended that libraries be even more careful than in the case of out-of-print material.

III. Manuscripts

Manuscript material is protected by common law but the restrictions on its reproduction are probably less rigid than those on copyright material. Reproduction may probably be made to assist genuine scholarly research if no publication is involved. Libraries should, however, be careful to observe any restrictions of copying such material that have been stipulated by the donor.

It is recommended that when acquiring manuscripts, libraries seek a definite understanding regarding the publication rights, since, in manuscripts, the literary property, as distinct from the physical property, usually belongs to the author or his heirs. It is further recommended that, when consent to publication is given by the donor, evidence be secured that he has actually acquired the literary property or is authorized to act for the owner of the literary property.

Adopted December 28, 1940, ALA Council

Tenure in Libraries I

A Statement of Principles of Intellectual Freedom and Tenure for Librarians

Adopted June 21, 1946, by the ALA Council

Purpose

The purpose of this statement is to promote understanding and support of intellectual freedom and tenure, and agreement upon procedures to assure fair employment practices in all types of libraries.

Libraries are educational institutions which not only supplement and enrich the program of formal education but provide the only educational program available to many persons. Libraries are conducted for the common good and not to further the interest of the individual librarian,[1] the governing body, or the library as a whole. It is in the interest of the common good that all citizens may have freedom to seek and to learn the truth on all subjects. Intellectual freedom is essential to these purposes. It is fundamental for the protection of the rights of the librarian. It carries with it duties correlative with rights.

Intellectual Freedom

Intellectual freedom means for the librarian: freedom to develop, maintain, and improve library service to the end that each citizen can assume the responsibility placed upon him by a democratic society to educate himself continuously and to improve his ability to participate usefully in activities in which he is involved as a citizen of the United States and of the world. Intellectual

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[1] The word "Librarian" as used in this document includes all members of the library staff who hold on a permanent basis full-time positions comprising professional library duties, i.e., library school graduates and others occupying professional and/or administrative library positions.

freedom implies freedom in the selection of books, in the presentation of material on all sides of controversial questions, and in the dissemination of information on all subjects. It presupposes an acceptance by the institution of the principles of the *Library Bill of Rights.*[2] Intellectual freedom precludes partisan political control of appointments and makes it possible for librarians to devote themselves to the practice of their profession without fear of interference or of dismissal for political, religious, racial, marital, or other unjust reasons.

The librarian is a citizen, a member of a learned profession, and a representative of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman on controversial issues.

Objectives
Tenure means that following the satisfactory completion of a probationary period, the employment of a librarian, unless appointed on a temporary basis, should carry with it the assurance of continuous and permanent tenure as long as he performs his duties competently and in accordance with the aims and objectives of librarianship and of the governing body. Although no librarian on permanent appointment can have a vested interest in any position, his services shall not be terminated except in case of retirement for age, financial exigencies of the institution, or other adequate causes. On the other hand, employing a librarian for successive, limited periods with the intent to avoid the granting of permanent tenure is deemed unethical. An adequate pension system for retirement at a specified age or for disability should be provided whenever possible in the best interests of the employee and the institution.

Principles
Tenure, as an elementary right of any professional group, guarantees specifically:

1. Intellectual freedom as defined above.
2. Appointments and promotions based solely on merit without interference from political, economic, religious, or other groups.
3. A sufficient degree of economic security to make the library profession attractive to men and women of ability. Freedom and economic security are indispensable to the success of a library in fulfilling its obligations to each citizen and to society.

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[2] Superseded by the Library Bill of Rights adopted by the Council of ALA June 18, 1948.

4. The opportunity for the librarian to devote himself to the practice of his profession without fear of undue interference or dismissal and provides freedom from discharge for political, religious, racial, or other unjust reasons.
5. The opportunity for the librarian to attain the highest level of professional growth.

Interpretations

In the interpretations of these principles, it is understood that the following represents acceptable library practice and that expressed acceptance of them by employer and employee should be made a part of the procedure of all professional library appointments:

1. The precise terms and conditions of every appointment should be stated in writing and should designate the position to which the person is appointed; the terms of salary, employment, probation, and tenure; hours of service; vacation allowance; and provisions for leaves and retirement. It should also include any limitation of intellectual freedom because of religious or other aims of the institution. This statement should be in the possession of both the institution and the prospective employee before the appointment is made.

2. Beginning with appointment to a full-time professional library position on a permanent basis, the probationary period should not be less than one year nor more than three years except for certain academic institutions which by adoption of the A.A.U.P. Principles of Tenure for their professional library staffs have set the probationary period at seven years after a series of term appointments or unless the probationary period is specified to the contrary in law.

   If the minimum probationary period is insufficient to determine a given individual's potentialities, an extension of the period should be specific as to time and should be stated in writing. Notice should be given at least three months prior to the expiration of the probationary period, if the librarian is not to be continued in service after the expiration of that period.

   In the case of college and university libraries operating under the A.A.U.P. Principles of Tenure, such notice "should be given at least one year prior to the expiration of the (seven-year) probationary period." A library may, if it wishes, recognize the term of service in another library as a part of the probationary period. During the probationary period, a librarian should be assured the same intellectual freedom as other members of the professional library staff have.

3. Appointments to substitute, temporary, or training positions, and those embodying a definite agreement on the maximum period of employment, such as internships and working fellowships, need not be counted towards the completion of the probationary period.

4. Termination for cause (incompetence and unfitness, insubordination, conduct which is criminal, infamous or dishonest in the eyes of the law) of a continuous or permanent appointment, or the dismissal for cause of a librarian previous to the expiration of a term appointment should, if possible, be considered by both a library staff or staff association committee and the governing board of the library.

   In all cases where the facts are in dispute, the accused librarian should be informed in writing at least fourteen days before the hearing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of librarians and other employees, either from his own or from other institutions.

   Librarians who are dismissed for reasons not involving moral turpitude should receive their salaries for at least three months from the date of notification of dismissal whether or not they are continued in their duties at the institution, unless such payment for nonperformance of duties is prohibited by law.

   College and university librarians under the jurisdiction of the A.A.U.P. tenure rules "should receive their salaries for at least one year from the date of notification whether or not they are continued in their duties at the institution."

   These principles of tenure do not apply when a librarian's resignation has been accepted even though such resignation is for the purpose of avoiding dismissal.

5. Termination of continuous or permanent appointment because of financial exigency should be demonstrably bona fide. Dismissal on grounds that the position is to be abolished for lack of funds is justified only when the position is actually abolished. Situations which make such drastic retrenchment necessary should preclude expansion of the staff at other points at the same time, except under extraordinary circumstances. In such cases, the library administration should make a genuine effort to place the person in some other suitable position in the library or library system where a vacancy exists. If such transfer is not practicable, as long a period of notice as possible (from six months to a year as a rule) should be given, and the person should be entitled to his regular vacation allowance. If there is strong reason to question the legitimacy of the financial exigency the dismissed person may request a hearing and procedure for the hearing as outlined in (4) above should be followed.

Where federal, state, or local service ruling or school tenure laws conform to these principles they are to be considered acceptable.

A Statement of Principles of Intellectual Freedom and Tenure for Nonprofessional Library Employees

Adopted July 4, 1947, by the ALA Council

Purpose

The purpose of this statement is to promote understanding and support of intellectual freedom and tenure, and agreement upon procedures to assure fair employment practices in all types of libraries.

Tenure in Libraries II

Libraries are educational institutions which not only supplement and enrich the program of formal education but provide the only educational program available to many persons. Libraries are conducted for the common good and not to further the interest of the individual librarian,[1] the nonprofessional library employee,[2] the governing body, or the library as a whole. It is the interest of the common good that all citizens may have freedom to seek and to learn the truth on all subjects. Intellectual freedom is essential to these purposes. It is fundamental for the protection of the rights of all library employees. It carries with it duties correlative with rights.

Intellectual Freedom

Intellectual freedom means for the nonprofessional library employee; freedom to assume the responsibility placed upon him by a democratic society to educate himself continuously and to improve his ability to participate usefully in activities in which he is involved as a citizen of the United States and of the world. Intellectual freedom implies freedom in the presentation of material on all sides of controversial questions, and in the dissemination of information on all subjects. It presupposes an acceptance by the institution of the principles of the *Library Bill of Rights.*[3] Intellectual freedom precludes partisan political control of appointments and makes it possible for library employees to devote themselves to their work without fear or interference or of dismissal for political, religious, racial, marital, or other unjust reasons.

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[1] *The word "librarian" as used in this document includes all members of the library and staff who hold on a permanent basis full-time positions comprising professional library duties, i.e., library school graduates and others occupying professional and/or administrative library positions.*

[2] *The words "nonprofessional library employee" as used in this document include all employees of the library who hold full-time positions on a permanent basis except for librarians for whom a statement of principles of tenure was adopted by the ALA Council on June 21, 1946.*

[3] *Superseded by the Library Bill of Rights adopted by the Council of ALA June 18, 1948.*

The library employee is a citizen and a representative of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. He should remember that the public may judge his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman on controversial issues.

Objectives

Tenure means that following the satisfactory completion of a probationary period, the employment of a nonprofessional library employee, unless appointed on a temporary basis, should carry with it the assurance of continuous and permanent tenure as long as he performs his duties competently and in accordance with the aims and objectives of the governing body. Although no library employee on permanent appointment can have a vested interest in any position, his services shall not be terminated except in case of retirement for age, financial exigencies of the institution, or other adequate causes. On the other hand, employing anyone for successive, limited periods with the intent to avoid the granting of permanent tenure is deemed unethical. An adequate pension system for retirement at a specific age or for disability should be provided whenever possible in the best interests of the employees and the institution.

Principles

Tenure, as an elementary right of any group, guarantees specifically:

1. Intellectual freedom as defined above.
2. Appointments and promotions based solely on merit without interference from political, economic, religious, or other groups.
3. A sufficient degree of economic security to make employment in the library attractive to men and women of ability. Freedom and economic security are indispensable to the success of a library in fulfilling its obligations to each citizen and to society.
4. The opportunity for the library employee to work without fear of undue interference or dismissal and provides freedom from discharge for political, religious, racial, or other unjust reasons.

Interpretations

In the interpretation of these principles, it is understood that the following represents acceptable library practice and that expressed acceptance of them by employer and employee should be made a part of the procedure of all library appointments:

1. The precise terms and conditions of every appointment should be stated in writing and should designate the position to which the person is appointed; the terms of salary, employment, probation, and tenure; hours of service; vacation allowance; and

provisions for leaves and retirement. It should also include any limitation of intellectual freedom because of religious or other aims of the institution. This statement should be in the possession of both the institution and the prospective employee before the appointment is made.

2. Beginning with appointment to a full-time nonprofessional library position on a permanent basis, the probationary period should not be less than six months nor more than one year.

   If the minimum probationary period is insufficient to determine a given individual's potentialities, an extension of the period should be specific as to time and should be stated in writing. Notice should be given at least one month prior to the expiration of the probationary period, if the nonprofessional library employee is not to be continued in service after the expiration of that period.

   During the probationary period, a nonprofessional library employee should be assured the same intellectual freedoms as other members of the library staff have.

3. Appointments to substitute, temporary, or training positions, and those embodying a definite agreement on the maximum period of employment need not be counted towards the completion of the probationary period.

4. Termination for cause (incompetence and unfitness, insubordination, conduct which is criminal, infamous, or dishonest in the eyes of the law) of a continuous or permanent appointment, or the dismissal for cause of a library employee previous to the expiration of a term appointment should, if possible, be considered by both a library staff or staff association committee and the governing board of the library.

   In all cases where the facts are in dispute, the accused library employee should be informed in writing at least fourteen days before the hearing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of librarians and other employees, either from his own or from other institutions.

Nonprofessional library employees on continuous or permanent appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least one month from the date of notification of dismissal whether or not they are continued in their duties at the institution, unless such payment for nonperformance of duties is prohibited by law.

5. Termination of continuous or permanent appointment because of financial exigency should be demonstrably bona fide. Dismissal on grounds that the position is to be abolished for lack of funds is justified only when the position is actually abolished. Situations which make such drastic retrenchment necessary should preclude expansion of the staff at other points at the same time, except under extraordinary circumstances. In such cases, the library administration should make a genuine effort to place the person in some other position in the library or library system where a vacancy exists. If such transfer is not practicable, as long a period of notice as possible (from three to six months as a rule) should be given, and the person should be entitled to his regular vacation allowance. If there is a strong reason to question the legitimacy of the financial exigency the dismissed person may request a hearing and procedure for the hearing as outlined in (4) above should be followed.

6. These principles of tenure do not apply when a nonprofessional library employee's resignation has been accepted even though such resignation is for the purpose of avoiding dismissal.

   Where federal, state, or local civil service ruling conform to these principles they are to be considered acceptable.

NOTE -- These principles conform in substance and insofar as applicable to libraries to the 1940 Statement of Principles and Tenure which has been widely accepted by the American Association of University Professors, the Association of American Colleges, and other organizations.

Ordinances Prohibiting Direct Selling

The American Library Assocation recognizes the constructive intent of ordinances passed in some communities which prohibit selling directly to homes without specific invitation or request from the householder.

The Association is deeply concerned, however, over the effects of such ordinances which deprive communities of educational benefits in the form of books, magazines, encyclopedias, and other materials for reference and study. In a democracy it is important that public opinion be informed and that a high educational level among all the people be maintained. It is unfortunate, therefore, that in attempting to correct certain evils blanket restrictions are imposed which work contrary to some of the best interests of the local community and of the country as a whole.

The American Library Association, believing in the widest possible spread of information and education through books, calls upon librarians in communities where ordinances prohibiting direct selling to homes exist, or are contemplated, to assume responsibility and leadership in bringing to the attention of the public and of legislative bodies, the serious handicaps such ordinances place on the communities they intend to help. It urges that ways be found for correcting abuses in direct selling without imposing drastic restrictions which exclude desirable educational materials from homes.

Adopted July, 1951, ALA Council

The Library's Pay Plan

The American Library Assocation believes that an important factor in establishing and maintaining good library service is adequate pay for library employees as exemplified in a well-constructed and well-administered pay plan. A knowledge of the principles on which sound salary administration is based must be the foundation of an equitable pay plan. To aid the library's governing board, its administration, and its staff in the formulation, promulgation, and operation of such a pay plan, the ALA Board on Personnel Administration sets forth in a series of related statements the principles of salary planning and administration.

1. A sound pay plan will be predicated on a systematic analysis and evaluation of jobs in the library, and will reflect the current organization and objectives of the library, recognizing different levels of difficulty and responsibility

inherent in various positions, whether these are classified as professional, nonprofessional, administrative, specialist, maintenance, or trade; the relationship among positions in terms of difficulty and responsibility will thus be expressed in a unified plan which will integrate all types of service and will assure equal pay for equal work.

2. An equitable salary schedule will be provided for each class of position which is comparable to that received by persons employed in analogous work in the area and required to have analogous training and qualifications.

    The salaries of nonprofessional employees, maintenance and skilled trade workers employed by the library system will compare with those of local workers performing similar duties. The salary schedules for professional library positions, in the case of the community where the pay scale does not meet competing rates outside, may need to exceed the prevailing local level for other professional personnel. Since the recruiting of professionally trained librarians is on a nationwide basis, the library system must compete with rates paid in the country as a whole in order to obtain and retain a high quality of professional personnel. In libraries in educational institutions (elementary, secondary, and higher education) the professional librarians will normally be on the faculty pay plan, with the salary schedules of the various classes of faculty rank adjusted to compensate equitably for such factors as shorter vacations and longer work week; where a separate pay plan is used, it will be comparable with that of the faculty and adjusted to compensate equitably for such factors as vacation and work week.

3. An equitable salary schedule will provide for each class of position a minimum and a maximum salary and a series of increments within each salary range, such increments to be granted on the basis of demonstrated competence, individual development (whether through growth on the job or through formal education), and attitude.

4. The library system in developing a pay plan, and in reviewing it to maintain its adequacy, will identify one or more key positions in the professional and in the other services, set salary schedules for these positions which are comparable to prevailing rates for such positions, and develop and adjust the salary schedule for other levels of positions in relation to the salary schedules set for each of these key positions.

5. The pay plan ladder consisting of the salary schedules for the various classes of positions will provide an orderly progression from the lowest to the highest schedule, with each schedule reflecting properly the difference in level of duties and responsibilities of positions in that classification from those in the schedule below and above it but without wide gaps or serious overlapping between schedules.

6. An equitable pay plan will reflect living costs in the community, the cost of maintaining an appropriate level of living, and the ability of the jurisdiction to pay for the service.

7. All policies and rules concerning the operation and administration of the pay plan will be set forth clearly in writing and will accompany the pay plan.

8. Though final approval and adoption of the pay plan and rules for its operation rest with the governing board and administration of the library, it is desirable that the library staff participates in the formulation of both the plan and its operating rules.

9. Each staff member will be informed of the salary schedule for his class of position, of the relation of that schedule to the pay plan as a whole, and of the policies and rules governing the operation of the plan.

The current studies of the ALA Board on Personnel Administration giving salary data for key positions will provide useful material for the library system in developing and maintaining the adequacy of its pay plan.

Adopted July 8, 1955, ALA Council

School Libraries as Instructional Material Centers

The American Association of School Librarians believes that the school library, in addition to doing its vital work of individual reading guidance and development of the school curriculum, should serve the school as a center for instructional materials. Instructional materials include books--the literature of children, young people and adults--other printed materials, films, recordings, and newer media developed to aid learning.

Teaching methods advocated by leaders in the field of curriculum development and now used in elementary and secondary education call for extensive and frequently combined use of traditional along with many new and different kinds of materials. Since these methods depend for their success upon a cross-media approach to learning, a convenient way of approaching instructional materials on a subject or problem basis must be immediately at hand in each school. Historically, libraries of all types have been established to provide convenient centers for books and reading and for locating ideas and information important to the communities they serve. The interest a modern school now has in finding and using good motion pictures, sound recordings, filmstrips and other newer materials simply challenges and gives increased dimension to established library roles.

The school librarian has always encouraged development of appreciation for and ability to make good and continuing use of printed materials and library services. Taking into account individual differences of children and young people, the school library stimulates and guides each child in the selection and use of materials for the building of taste on appropriate levels of maturity. Now in good library practice, the school library also helps both pupils and teachers to discover new materials of interest and to determine their values. It may provide these materials and the equipment needed for their use for both individual and classroom study and teaching.

The function of an instructional materials center is to locate, gather, provide and coordinate a school's materials for learning and the equipment required for use of these materials. Primary responsibility for administering such a center, producing new instructional materials, and supervising regular programs of in-service training for use of materials may be the province of librarians, or, it may be shared. In any case, trained school librarians must be ready to cooperate with others and themselves serve as coordinators, consultants, and supervisors of instructional materials service on each level of school administration--in the individual school building, for the city or county unit, for the state.

School librarians are normally educated as teachers and meet state requirements for regular teaching certificates. They must also receive training in analysis, educational evaluation, selection, organization, systematic distribution and use of instructional materials. The professional education of school librarians should contribute this basic knowledge as well as provide understanding of fundamental learning processes, teaching methods, and the psychology of children and adolescents. Also, school librarians must be familiar with the history and current trends in development of school curricula.

In summary, the well-trained professional school librarian should anticipate service as both a teacher and as an instructional materials specialist. Where adequate funds and staff are available, the school library can serve as an efficient and economical means of coordinating the instructional materials and equipment needed for a given school program. It should always stand ready to provide informed guidance concerning selection and use of both printed and newer media.

(This statement was passed by unanimous vote at the business meeting of The American Association of School Librarians, during The American Library Association Conference, Miami Beach, June 21, 1956. It is, therefore, an official statement of The American Association of School Librarians.)

LSA and School Libraries

Because of the recent passage of the Library Services Act, the Board of Directors of the American Association of School Librarians feels that at this time it is important for school and public librarians to review the distinctive functions of school library service and public library service and to distinguish clearly between them. Therefore, the Board of the American Association of School Librarians wishes to confirm the following statement from *Public Library Service:*[1] "Public library service to schools is not a substitute for a library within the school. The public library activities should be designed to encourage the growth of school libraries."

The Board of the American Association of School Librarians believes that school library services planned, financed and administered by the Board of Education, are a necessary part of a good educational program. The Board believes further that the development and improvement of such library service to provide for children in school the library resources that are related to the curriculum and needed for an effective school program are primary responsibilities of school administrators and school librarians.

There are many ways in which school librarians can be of service in the implementation of the Library Services Act: (1) by planning and participating in the extension and improvement for library service in rural areas through public libraries; (2) by recruitment of young people for work in libraries; and (3) by cooperation in the development of plans for demonstrations under the Act.

The Board of the American Association of School Librarians takes this opportunity to point out that the purpose of the Library Services Act is "to promote the further extension by the several states of public library services to rural areas."[2] It believes that if funds provided by this Act were used to finance a library within a school, such use would be contrary to the intent of this legislation, and would deter the development of school libraries within the schools.

The Board of the American Association of School Librarians wishes also to enlist the understanding and support of public library personnel for the continuing development of school library service which is an integral part of school administration and of instruction. Public library personnel can provide such support through interpretation to the lay public of this statement and the statements herein quoted from *Public Library Service.*

Approved by the Board of Directors of the American Association of School Librarians, June 28, 1957.

Endorsed by the Board of Directors of the Public Libraries Division, June 28, 1957.

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[1] Public Library Service; A Guide to Evaluation with Minimum Standards. Prepared by the Coordinating Committee on Revision of Public Library Standards of the ALA Public Libraries Division. The American Library Association, 1956. $1.50. P.23

[2] The Library Services Act.

Library Trustees

The American Library Association recognizes the Library Trustee as the policy maker of the public library. An informed and enthusiastic library trustee doubles in value to the library and the community when encouraged to participate in ALA Conference and meetings. The expenses incurred by attendance and participation in the American Association of Library Trustees and the ALA are a legitimate and desirable budget expenditure of the local public library and should be reimbursed whenever possible.

The name of AALT was changed to the American Library Trustee Association in 1960.

Adopted January 26, 1959, by AALT and Public Library Association

Library Surveys

A survey of a library is widely recognized as a wise procedure for the evaluation of library services, the creation of a basis for planning library development, and the determination of the degree to which a library is achieving its goals. A survey can be appropriate for any type of library: Public, college or university, school, or special; or for any aspect of a library's operation: its administration, personnel, specific departments or procedures or collections. A survey by experts not connected with a library's continuing administration has the advantage of bringing expert professional consideration to a library's problems in a manner completely unprejudiced and objective. Such professional objectivity and the authority lent a survey through the opinions and recommendations of thoroughly qualified experts, selected and approved by a national professional organization, make such studies conducted under the auspices of the American Library Association of particular value.

ALA surveys are made only at the request of the official body under which a library functions--a public library board, city council, county or regional board in the case of public libraries; a college or university library committee or responsible officer of the university in the case of a college or university library; a superintendent of schools; an appropriate officer of a business. The agency making the request for a survey should determine in some detail the purposes for which the survey is made, the areas to be studied and the information it needs to derive. Costs are borne by the agency requesting the survey. Arrangements for it are made by the executive secretary of the most appropriate division of ALA under the direction and with the approval of the executive director of ALA. A detailed budget is prepared as part of these arrangements and must be approved by ALA and the agency requesting the survey before a survey is undertaken. The budget provides for honoraria to the surveyors, their travel and living expenses during the period of field work, cost of publication of the report, and lesser sums for clerical work as needed, telephone and telegraph, supplies, and contingencies. It will also include a sum to cover ALA's costs of planning and administration. Surveyors are selected with the approval of the executive director of ALA and of the agency requesting the survey. Surveys are usually done by a team of two or more surveyors, the size of the survey team varying according to the size of the library surveyed and to the extent of the work itself. It is strongly recommended that no survey be undertaken by less than two surveyors in order that there be sufficient breadth of view and variety of special competences represented.

A survey team spends one to two weeks at the library being surveyed. The surveyors will ordinarily request certain information from the library staff in advance of this visit, and time should be allowed in scheduling for the information to be collected. It is expected that a written report of the survey will be prepared after its completion and that this report will be published, except in cases where there is agreement otherwise between the agency requesting the survey and ALA. A reasonable number (usually twenty-five) of copies of a published report will be supplied to the agency requesting the survey, which agrees to make the report public to its community without deletion. It is assumed that ALA can make additional copies available to the library profession and the public generally by sale. The findings and recommendations in a survey report are those of the surveyors and carry no implication of official endorsement by ALA. In addition to the authority implicit in the qualifications of the surveyors themselves, however, the selection of them through ALA and the publication by ALA of the report gives prestige to it because of the wide acquaintance of public officials and university administrators with the reputation of ALA.

Revision, March, 1960, ALA Executive Board

Use of Instructional Materials

WHEREAS, Diverse materials in all fields of communication are used by teachers for optimum results in the learning process; and
WHEREAS, Each instructional medium is unique in its contribution to a specific learning situation; and
WHEREAS, Successful and efficient use of instructional materials presupposes the ability to evaluate and use materials discriminately; and
WHEREAS, Providing instructional materials to meet the needs of the curriculum is an important function of the school library; and
WHEREAS, A study made by the National Education Association in 1958, reported in *Research Monograph 1958-M1:* "The Secondary-School Teacher and Library Services," found that only 13.1% of 1,448 teachers who participated in the survey had received instruction in the role and function of the school library as a definite part of their professional training; therefore
RESOLVED, That the American Association of School Librarians, a division of the American Library Association,* favors the introduction or development of

* On June 30, 1960 the American Association of School Librarians was voted a department of the National Education Association while remaining a division of the American Library Association.

instruction in the use of libraries and of printed and audio-visual materials in all teacher-training programs; and be it further
RESOLVED, That the intent of this resolution, to promote competency in the use of library resources, be conveyed in an appropriate statement to the editors of major journals of education, to national professional associations of teachers and school administrators, and to pertinent certification agencies.

(This resolution, as presented to the membership of the American Association of School Librarians by the Committee on Professional Status and Growth at the ALA Conference in Montreal, was approved June 20, 1960.)

Public Library and School Library Responsibilities

WHEREAS: The Public Library Association believes that the time has come for both public libraries and public schools to recognize the need for improved library facilities and services for both the community at large and for the public schools, to meet the educational challenge of the time and the needs of our citizens of all ages, individually and severally, and
WHEREAS: Both public libraries and public schools should give recognition to and accept their responsibilities to meet this need, and
WHEREAS: The community as a whole is entitled to secure the maximum use of all library facilities and services supported by public funds;
THEREFORE: BE IT RESOLVED, that public libraries and school officials work in their respective fields to improve both public libraries and public school libraries, that they reach common understandings of the respective educational roles and areas of responsibility for public libraries and public school libraries, and that they develop cooperative programs so that the community as a whole may benefit through availability of the widest range and depth of library resources and services for the tax dollars expended.

Adopted by the PLA Board, July 11, 1961

Selection of School Library Materials

The following statement of policy-making with regard to materials selection for school libraries is offered as a guide to those wishing to formulate a policy. It is believed that such a policy should be formally adopted by each school district as a basis for consistent excellence in choice of materials and as a document that can be presented to parents and other citizens for their further understanding of the purposes and standards of selection of school library materials.

Patterns of Policy Making

The governing body of a school is legally responsible for all matters relating to the operation of that school. It is recommended that assumption of responsibility and the delegation of authority be stated in a formal policy adopted by the legally responsible body.

Selection Personnel

Materials for school libraries should be selected by professional personnel in consultation with administration, faculty, students and parents. Final decision on purchase should rest with professional personnel in accordance with the formally adopted policy.

Types of Materials Covered

There should be criteria established for all types of materials included in a library collection. Such criteria should be available in written form.

Objectives of Selection

The primary objective of a school library is to implement, enrich and support the educational program of the school. Other objectives are concerned with: 1) the development of reading skill, literary taste, discrimination in choice of materials, and 2) instruction in the use of books and libraries.

The school library should contribute to development of the social, intellectual and spiritual values of the students.

Criteria for Selection

1. Needs of the individual school
    a. based on knowledge of the curriculum
    b. based on requests from administrators and teachers
2. Needs of the individual student
    a. based on knowledge of children and youth
    b. based on requests of parents and students
3. Provision of a wide range of materials on all levels of difficulty, with a diversity of appeal and the presentation of different points of view.
4. Provision of materials of high artistic quality.
5. Provision of materials with superior format.

Selection Tools

Reputable, unbiased, professionally prepared selection aids should be consulted as guides.

Challenged Materials

A procedure should be established for consideration of and action on criticism of materials by individuals or groups. The School Library Bill of Rights, endorsed by the Council of the American Library Association in July, 1955, is basic to this procedure. It follows:

Approved by the Board of Directors of the American Association of School Librarians at the ALA Midwinter conference, February 3, 1961, and by the AASL membership at the ALA Cleveland Conference July 12, 1961.

Racial Discrimination

Upon recommendation of the Executive Board and the Committee on Intellectual Freedom the following statement was adopted by the Council and later amended by the Membership:

In a free society, a library is one of the primary instruments through which citizens gain understanding and enlightenment. The institution, the people who work for it, and the professional associations with which they identify themselves should be worthy examples of the high principles which libraries endeavor to promote.

The American Library Association holds that so long as one librarian is unable to make his full contribution to the library profession by reason of racial, religious, or personal belief, and so long as one individual citizen cannot realize this full potential as a useful member of society because of such artificial barriers, the welfare of the nation is diminished. The Association cannot fulfill its obligations until it obtains the same rights and privileges for all its members and gains the same freedom of access to all libraries for all citizens.

THEREFORE:

1. *Concerning Individual Membership.*
   The Council calls on each and every member of the American Library Association as a citizen and a librarian, by vigorous personal example, to work in libraries and in chapters so that discrimination for reasons of race, religion, or personal belief may cease and that all people may have equal access to the tools of learning. Thus the educational process will contribute in an increasing way to the national good and purpose, undiminished and unrestrained by the frictions of prejudice and misunderstanding.

2. *Concerning Chapter Status,* The Council shall--
   a. Inform the chapters of the basic rights and privileges of membership as stated here and request the chapters to make every immediate effort to secure and grant these rights to each member, with special emphasis on the requirements of Article III

of the American Library Association Constitution. These rights are: 1) To receive notices. 2) To attend meetings. 3) To speak. 4) To vote. 5) To present motions, resolutions, or other business. 6) To nominate. 7) To be a candidate for office. 8) To resign, if all obligations to the organization have been fulfilled. 9) To have a hearing before expulsion or other penalties are applied. 10) To inspect official records of the organization. 11) To insist on the enforcement of the rules of parliamentary law. 12) To exercise any other rights given by the constitution or rules of the organization.

b. Require chapters to certify that they are meeting these requirements. Chapters may request of the Council postponement of application of this provision for a period of time not to exceed three years. If they are unable to do so, or the Council is not satisfied that they are following the policies prescribed, such chapters shall be asked to withdraw until the provisions can be complied with.

3. *Concerning Institutional Membership,* the Council shall--
   a. Pursue with diligence the study of access to libraries so that factual data on this subject are collected.
   b. Make public promptly the results of this study.
   c. Urge libraries which are institutional members not to discriminate among users on the basis of race, religion, or personal belief, and if such discrimination now exists to bring it to an end as speedily as possible.
   d. Advise libraries applying henceforth for institutional membership of the Association's attitude toward and general policies relating to access to libraries and that in accepting institutional membership they are also accepting the responsibility for working toward free and ready access to libraries by all persons regardless of race, religion, or personal belief.

Adopted June, 1962, ALA Council

Fair Use of Photocopying

VOTED, That the ALA Council approves the Report of the Joint Libraries Committee on Fair Use in Photocopying and the policy proposed therein That it be library policy to fill an order for a single photocopy of any published work or any part thereof.

Adopted July, 1961, ALA Council

Upon recommendation of the Joint Libraries Committee on Fair Use of Photocopying, the June, 1961, Policy was extended to include the following additional sentence:

> ...Before making a photocopy of an entire work, a library should make an effort by consulting standard sources to determine whether or not a copy is available through normal trade channels.

Adopted January, 1963, ALA Council

Review Copies of Trade Books

WHEREAS: The evergrowing need for more trade (library) books in elementary, junior and senior high schools and in institutions with programs of teacher and library preparation has resulted in an increasing number of requests to the publishers for review copies of new books:

the desirability of having librarians and teachers examine trade books before purchasing them is recognized, but it is also acknowledged that it is not economically feasible for the trade book publishers to grant all the requests made of them from individual teachers and librarians in schools and colleges;

BE IT RESOLVED THAT:

1. Examination copies of trade books suitable for use in schools can justifiably be requested by large school systems with (a) a school library supervisor, (b) sufficient funds for the purchase of multiple copies, and (c) an active book evaluation and book selection program;
2. It is the responsibility of the school library supervisor to make examination copies as widely available as possible to all interested professional people--librarians, teachers, curriculum specialists, and others;
3. Since a collection of trade books suitable for library collections in elementary, junior, and senior high schools is an essential tool in any college or university with a program of teacher and/or librarian preparation, funds should be allocated by these institutions for the purchase of books required by the instructors for effective programs of teachers and/or librarian education.

Endorsed by Board of Directors of American Association of School Librarians at Midwinter Meeting of ALA, January 31, 1963.

Collective Bargaining

PUBLIC RELATIONS REPORTER - The National Labor Relations Act recognizes and guarantees the right of each employee to bargain collectively with his employer. This being the law of the land, it is the policy of the American Library Association. There was no objection to this.

Adopted June, 1967, ALA Executive Board

Improving Access to Information
A Recommendation for a National Library/Information Program

Introduction

In March of 1966, at the invitation of Robert Vosper, President of the American Library Association, representatives of the American Library Association, the Association of College and Research Libraries, the Association of Research Libraries, the Council of National Library Associations, the Federal Library Committee, the Library of Congress, the Medical Library Association, the Special Libraries Association, and the American Documentation Institute, met in Chicago to consider the Recommendations for National Document Handling Systems in Science and Technology as proposed by the Committee on Scientific and Technical Information (COSATI) of the Federal Council for Science and Technology. The discussion at this meeting indicated a consensus that the recommendations made by COSATI, purely aside from the merits or demerits the individual proposals made, were basically inadequate to the real needs of the situation by virtue of their limitation to science and technology. Not only did they fail to consider the urgent needs for improved access to information in the social sciences and the humanities (which is not attributed to any lack of awareness or understanding on the part of COSATI but only to the limited charge given it) but in the opinion of those present this failure vitiated even some of the proposals made by COSATI. The close and essential relationships between the physical and biological sciences, the social sciences, technology, and the humanities, prohibit clear-cut divisions between them, and most libraries are therefore compelled to serve all of these fields to at least some extent. Any real improvement in their service to any field must therefore involve their total system. This does not mean that all fields will be served in precisely the same way, or that different techniques and methods may not be employed to best satisfy different needs, but only that these must be systematically compatible and coherent if any field, including those in science and technology, is to be adequately served.

The library associations represented at this meeting have long recognized that stronger and more unified systems organized on a national basis are essential to significantly improved library and information services. They have already been instrumental in establishing a number of programs directed toward improving the nation-wide access to information through such systems as interlibrary loan, union catalogs, the Farmington Plan, and most recently, the centralized cataloguing scheme at the Library of Congress. It has also been recognized that further significant advances must be dependent upon substantial participation by the Federal Government.

Accordingly, the representatives at this meeting recommended the establishment of a joint committee to be called the Ad Hoc Joint Committee on National Library/Information Systems (CONLIS), to have several functions:

With due regard for all types and levels of library service to,

1. Be responsible for drafting a program directed toward improvement of the access to and availability of information through national systems of libraries and information centers;
2. Be responsible for continuing advice to and liaison with appropriate federal and other bodies on behalf of the library associations represented;
3. Through its members, keep the associations fully and regularly informed of committee activity and the recommendations formulated by the committee.

Representatives on the committee have been designated by the following six major national library associations: American Association of Law Libraries, American Documentation Institute, American Library Association, Association of Research Libraries, Council of National Library Associations, Medical Library Association and Special Libraries Association.

In accordance with its charter the committee presents the following as its report and recommendation for the first essential step toward the establishment of an effective national library-information system.

William K. Beatty, Medical Library Association
William S. Buddington, Special Libraries Association
Laurence B. Heilprin, American Documentation Institute
William D. Murphy, American Association of Law Libraries
James E. Skipper, Association of Research Libraries
Bill M. Woods, Council of National Library Associations
Gordon R. Williams, American Library Association

REPORT TO COUNCIL
A Report of the Ad Hoc Joint Committee on National Library/Information Systems (CONLIS)
1968 Midwinter Meeting

Assured Access to Information[1]

The basic hypothesis proposed by the Committee is that the national interest requires assured and ready access by all citizens to all unrestricted information. In simplest terms, information as a commodity is essential to our development as individuals, to optimization of our activites, to the strength of our nation and to the progress and survival of mankind. To have access, difficult, slow, or restricted only to a few, is to limit utilization, which thus diminishes our total national accomplishment and welfare; it is in everyone's interest that all that is known to be readily available to all so that it can be used. No one--doctor, scientist, lawyer, engineer, teacher, public official, or plain citizen--should have less access to information merely because he is not located in a major center of population or research. The national interest is best served by equality of access by all elements of the economy, wherever located, to insure equality of opportunity and competence. Minor differences in speed and convenience of access will undoubtedly remain inevitable because of differences in location, but even the slowest and least convenient access must not be so slow and inconvenient that, practically, as in many cases now, it amounts to no access.

It is recognized, of course, that distinctions must be made between users and their purposes in order to prevent abuse and overload of the system. The high school student writing a theme, and the doctor, do not need, or want, the same amount and detail of information about the cause and treatment of cancer, for example. But this is a minor problem and solvable, as it is solved now, by common sense. What is important is that safeguards and limits not be sought in payment schemes. Access to information should not be a function of the ability to pay for it.

Access Is Equally Urgent for All Fields of Knowledge

The need for maximum information exists in all realms of human thought; any consideration of the problem must encompass the social sciences, basic sciences, humanities, technologies, etc.. The complexities, interrelationships and fluidities of today's disciplines, and the unpredicability of tomorrow's, require initial acceptance of this total approach to the information problem. An advanced society is unquestionably dependent upon advanced technology, but it is no less dependent upon advanced social sciences and a sound humanistic understanding. Our purpose is to build a society in which humans can live happily as well as machines.

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[1] The reader must guard against misunderstanding the term "information" as it is used here, and throughout this report. Commonly, most people tend to use the word "information" to mean specific facts and data; to mean what scientists are concerned with as opposed to what the humanist, the philosopher, the novelist, and the poet are concerned with. But as used here the term is to be understood in its more general sense as the meaningful content of any communication as opposed to the random, meaningless, interfering, "noise" or "static" that may also be present. In this sense the text of a poem, a novel, a history, and an engineering handbook, are all equally "information." We know of no other simple term that covers the content of any communication regardless of its subject matter, and so have used this one, but caution again that it must not be understood as meaning only "scientific information."

Inherent difference in information characteristics, modes of analysis and storage, and types of need in various subject fields, may require somewhat different systems of solution in different fields, and different timetables for development will result not only from this but from recognized priorities of need. But independent uncoordinated developments by type or discipline cannot hope to solve even their individual problems. The inherent interrelations and overlaps between subject fields makes them interdependent and requires a common system even though that system in turn functions through a multiple switching capability.

The Problem Arises from the Large Quantity of Information

The amount of significant information existing and being added daily is beyond the grasp of any individual; he cannot hope to be familiar with all of that now existing or to keep current with the new additions to it. The impossibility of this, together with other limitations such as his memory capacity and time available for work, has resulted in the now familiar phenomenon specialization by individuals in only one area of knowledge. But the number of publications is so great that the individual cannot hope to acquire for his personal library even that portion of the total pertinent to his own specialty, and he must therefore depend upon library even that portion of the total pertinent to his own specialty, and he must therefore depend upon library/information centers as sources for needed publications. Yet none of these, in turn, can cope with the requirements in acquisition and processing of the potential input, at anything approaching comprehensive and uniform levels. At the same time, the individual, even with specialization, is still left with the problem of having to locate within the large and rapidly growing body of communications that information that is pertinent to his needs and interests, without missing any of importance, when he has not time enough to scan all of it to find those parts that are pertinent to him. Present techniques for recording the existence of information, for analysis and evaluation, for creation of surrogates (abstracts, indexes, catalogues, etc.) for retrieval by users are inadequate, and adequate new methods are not yet fully developed. This is true both in conventional libraries and in other information systems, whether automated or not, despite the range of present operational, pilot, and experimental efforts. Everyone now lacks access to information he can profitably use by reason of the mass to be screened, the inadequate bibliographic controls, his own lack of time, and his library's inability to possess all the information he needs.

It is obvious that the only solution to this difficulty is one that will enable any user to identify with only a short expenditure of his own time--and it must be short if he is to have sufficient time left to read what he identifies and then put the resulting information to use--all of that smaller segment of information within the larger body that is important to his needs.

Local Resources Are Limited

As just indicated, no library supported by some relatively small community (university, corporation, city, county, or state) can afford to obtain all published information and to analyze and classify it so that any part is readily identifiable and quickly available for use. Even if they could, this would obviously be a wasteful duplication of effort. The only solution is to enlarge the community that shares access to the information so that the cost, being more widely spread, can be afforded. For overall economy and accessibility to all, an integrated system based on the nation as single community is required; systems that deal with all forms in which information is published, all types of information, and all fields of knowledge. It is taken for granted that each local community will continue to provide for itself most of what that community requires, and that the national system, which each community supports in part through its taxes, will not replace the local effort but only augment it by providing for all what can be afforded only if all share in supporting it for their common use.

It is readily apparent that bibliographic analyses--catalogs, indexes, abstracts, and the like--can easily be supported and shared nationally (and even Internationally). It is this ability that has already made possible such significant tools as Chemical Abstracts, Mathematical Reviews, The National Union Catalog, Psychological Abstracts, and all others. Experience such as that provided in the United States by the National Library of Medicine and the Center for Research Libraries, and in England by the National Library for Science and Technology, has also demonstrated that libraries and scholars across the nation can effectively share in using many kinds of publications that they cannot afford locally provided that they are readily, and assuredly, available from such a central location geared to serving the nation-wide community whenever those publications are needed locally.

Federal Government Action is Required

The foregoing sections assert that maximum access to information is in the national interest, that present systems are inadequate, that concerted and comprehensive planning must occur, and that local resources as presently constituted are limited. It is evident that a national base of operations is in order, and it follows that the federal government is the most logical body to carry responsibility for a problem requiring nation-wide support and coordination; indeed it is precisely to provide an instrument for national affairs that a federal government was established.

The distinction bears making between the total "national" information problem and the "federal" information problem. The latter has been the subject of several studies in recent years. While directed in some respects to national needs, these have inevitably been influenced by agency requirements, notably R and D effort in science and technology, and the viewpoints therefore tend to be restricted. But no central agency now exists within the federal government with responsibility and authority for cognizance of the total information problem as it affects all the nation. Certain provisions have been made according to discipline (medicine, agriculture), mission (nuclear science, space, defense), branch (legislative), etc. Other provisions have sprung up in the private sector because of demonstrated need (engineering, metals, translations). Information, however, is not divisible into mutually exclusive areas of forms. Final responsibility cannot be so based or excessive duplication and yawning gaps will continue to appear in the structure of our information resources.

Furthermore, such assignment (or default) of responsibility encourages proprietary philosophies, both within the government and without. While this may generate and is generated by enthusiasm, it does not necessarily work toward the overall welfare. The expenditure of money, time, effort and emotion by a single group or body, without some overall direction, feeds this proprietary character of development, and the passage of time hardens the situation. The very essential elements of compatability and coordination are growing increasingly remote even now.

A final factor requiring the federal approach is the necessity for providing geographical equivalences in accessibility.

Both Present and Long Range Needs Must Be Met

The magnitude of all requirements in total information needs makes it certain that the most advanced technologies must be utilized, including those now known and those yet to come. Many of the newer means of recording, analyzing, storing, retrieving and transmitting information, are proving technically feasible, though still not wholly useable because of economic factors. Long-range planning must be initiated and capabilities strengthened to take complete advantage of such methods at all stages of the information cycle and to serve the needs of all individuals.

Achievement of success by new systems can be assured only if sufficient resources are made available in development and application. Yet complete achievement is recognized to be still some years away--whether five, fifteen or thirty. The present need is too urgent to be endured without a considerable measure of relief. Therefore, it is also essential that study, planning and implementation occur with respect to short-term requirements. In brief, work must proceed simultaneously on carefully established short-, intermediate- and long-term goals, and not be limited to long-range goals only.

The Committee is quite aware of the magnitude of the task. The problems are complicated and many, reaching well beyond the world of libraries per se

In the following sections, some of the basic elements of total problem and total system are outlined, with major points which must receive consideration.

The process of placing desired information in the hands of an inquirer consists of two steps: first, determination of the existence of the information and its location within the system, and second, obtaining and delivering to the inquirer the information thus identified and located. Automatic systems of the future will probably accomplish these steps in a way that makes them so nearly simultaneous, as far as the user is concerned, that he thinks of the process as only one step. Indeed, the response in some present-day operating systems gives this impression. Nonetheless, in any system these two distinct operations are involved, however simultaneous they may seem, and they are here considered separately for this reason as well as because immediate improvement in access to information will most probably require improving each of these steps by different methods.

Intellectual Access

The complexity of the identification process is not always well recognized and better solutions to the problems, in many cases, have yet to be achieved. The identification process includes subject analysis and classification, as well as the physical description of the publication, and in some cases, note of its location(s). There has been decreasing success in control, and increasing dissatisfaction. One cause is the high degree of knowledge and training required for the task; personnel with greater specialization and in larger numbers have been needed, yet they have not generally been available for this endeavour. Other causes are the mass of publication, which has increased to the point of near-suffocation, and the new forms of publication (separately published research reports, for example) not easily fitted into established bibliographic patterns. Finally, analyses that have been prepared are not always widely available, or compatible with those done elsewhere, resulting either in unnecessary duplication with waste of manpower and resources, or in deprivation of wider access.

Particularly because, as seems most likely for some considerable time yet, every local library collection cannot contain every publication its particular community of users requires, every library must at least be able to provide full intellectual (bibliographic) access to all significant information and not merely to that in its own collection.

Improved intellectual access requires, initially, enlargement of coverage. In simplest terms with infinite implications, all documents and records must be subjected to some or all parts of a screening and analysis process. This must occur not in some subject fields only, but eventually in all fields. The importance now attached to science and technology, and the services presently operating therein may bring about activity in this sector more immediately. Yet the need in other disciplines is no less urgent, and in some possibly more so, in the light of social, political and artistic implications of our times. No discipline can flourish in the absence of information exchange; it is quietly recognized that adequate provision is simply non-existent in many--if not most--of the social sciences and in the humanities. While certain non-science disciplines are undertaking programs of improvement, their requests for assistance have not been satisfied to nearly the same extent as have those in the sciences. It is certain that there are degrees of need by economists, for example, no less urgent and important, if with less glamor, than the needs of physical scientists.

An obvious problem will be the screening of publications and other input to any store of information, to admit material of deserving significance. This significance cannot be determined by simple and arbitrary rules applied to a communication, nor can future needs and purposes be precisely predicted. This does not imply that all communications must therefore be treated as equally important, or that prior judgments cannot be made with a high degree of reliability. It does mean that judgments to exclude a particular document or, having once included it, later to eliminate it, must be made only with the greatest care.

The essential content communications must be identified and tagged for potential retrieval, and accommodation made for changing terminology, interpretation and language. Each unit of the record should be so digested and prepared that it may respond at any appropriate level and in a wide variety of forms, as may be needed. Demands for example, may require statements of data, bibliographic citations, abstracts, distillations or digests, locations of documents, or the complete documents themselves. Information from related units should also be incorporated in continuously updated larger summaries and reviews. Thus, provision must be made for storage not only of the original records but of various surrogates representing or substituting for such units.

In addition to access to the content of all recorded information, it should also be possible to obtain current, short-term, periodic reports of information newly received. The parameters of such continuing reports should also be readily modifiable, to reflect changing interests and developments. Any system must also have the capability of referring an initial query to the most relevant sources, of switching a request to an appropriate store of information, and to succeeding stores as required.

Implementation of intellectual access requires parallel processing of inquiries, so that needs may be matched with available units of information. Definition, refinement and qualification of requests will have to be as complete as possible, prior to any attempt at access. However, it should be possible to modify requests during the searching process, in the context of information found to be available. Such "dialogue" may take into account a disclosed volume of existing information; it may also involve examination of various surrogates, or restatement of level or character of need, to aid in further refinement of the request.

In contemplating any national system responsive to requests from all geographic areas, in all subjects, and with varying levels and forms of output, the need for compatibility and standardization is obvious. Yet it is recognized that different subject fields present different requirements in all phases of information handling. These requirements will be satisfied best by specific system components and techniques. Furthermore, research and development now under way, already completed, or still to be initiated will employ theories, solutions and equipment of quite specific nature. There is a problem of immense complexity, therefore, in achieving any degree of universal access to information through common channels, by conversion, switching capability or other means, and only substantial capital investment in research and development can hope to find satisfactory solutions. Such an investment is not only of national benefit, but beyond the capacity of any single field or library.

It is undebatable that any future system must start from and be built upon the existing information structure. A number of surveys have studied some aspects of this present structure, but a much more thorough study of present indexing, abstracting, and cataloguing services is required to discover more precisely the existing gaps, inadequacies, and duplications, in order to determine where improvement is most required and how it can be provided. Delegation to, and support of, existing but inadequate private agencies--commercial as well as non-profit--as well as public agencies providing bibliographic services must be anticipated and provided for.

Production and consumption of information knows no national limits, and the importance of information-oriented activity in other countries is well recognized. The intellectual access to which we refer incorporates publications and resources of all countries and of all time. It follows that consideration must be given to a world-wide approach to the problem, with fullest possible coordination of talent and work in all parts of the world.

Physical Access

Physical access is the second of the two essential steps to information. Once the existence and location of a text or data is determined, it must then be made available. Bibliographic access alone is only a means to an end. It tells the inquirer what it is he needs, but then he must be provided with that material.

As with intellectual or bibliographic access, this physical access must be available to all and in all fields of information. It cannot be limited to certain areas, such as the metropolitan centers of the country. It must serve the scholar, the industrialist, the scientist, the lawyer--all sectors of society--denying no reasonable request from anyone in the country.

Users differ in their requirements for physical access to information. For example, most often the individual concerned with the arts, be it graphic or verbal, needs the original or a reproduction of the original visual representation. The scientist, on the other hand, is often likely to want a distillation of the original and be willing never to see the latter. This does not mean that the scientist never wants to see the original document. Some sciences are less concerned with quantitative data, or the original is needed for the study of methodology or insight into the overall purpose of the study. At the same time the artist may need but a fact or an abstract. Thus the information system which is to provide full physical access must be able to supply the original, and index or abstract of the original (surrogate) and a distillation of the original. How to do this best is the crux of the physical access part of the problem of providing full information service to the nation.

At the present time it is the user's library or information center, whether it is public, academic, special or government, that provides him with physical access to published information. It must be recognized, however, that the amount of significant information already available and the accelerated rate at which new information appears makes it impossible now for this local library to acquire all the publications its patrons need. Some new approach is needed that will enable every local library to have assured and, most important, ready access from another source to what it cannot provide from its own collection.

Essentially this amounts to the assurance that there is such a source--a national lending library system--from which any library can borrow (or acquire a photocopy), quickly and easily, any needed item not available in its own collection. The user will still apply to his local source, but backing up that local library or information center will be all the stored information elsewhere in the nation and the knowledge that under a national effort all new data is being collected some place as it becomes available. Only when this is a reality will that basic need be taken care of--a copy of all publications somewhere in the country that is readily available to all. Confronting us at this point is the problem of copyright, the means by which enterprise in the intellectual field is given a property right. The whole copyright law is now under study for possible revision. What the exact nature of these revisions may be is not of concern to the problem of access to information so long as the means is retained to make information readily available. Solutions range from free copies of anything to a fee system for all copies. Somewhere in this range is the answer that will protect the author and publisher of information and still make it readily and quickly available to all.

It must be emphasized, however, that any system assumes, and its planning recognizes, continuance and even the strengthening of local resources. The corporation or government agency or school or public library is expected to provide--and may be assisted by various means to do so--a substantial proportion of needed services. The national system is a back-up resource. It is not intended to replace the local resource but to produce what this cannot practically provide for itself. It must also be recognized that there should be relative equivalence of access in all regions and at all necessary levels of complexity. The context of local resources and the means of supporting them will require study and the formulation of measures of need. Considerable evidence can be mustered that costs of information and services drastically handicap educators and researchers in many segments of the country and the world.

This new national system to provide ready access to all information is a huge task. Such a system is predicated, of course, on the assumption that library service will be available to all within the next few years. Behind this service there will then have to be the over-all coordination of acquisition programs and of distribution programs for the acquired materials. Modern technology already can ease the task greatly, and it is even possible now to visualize the time when such an information system will be able to provide directly the information wanted, rather than the document itself in some form.

Instantaneous recall of some information is essential in our age. However, it is recognized that such speed is not always necessary, another factor easing the burden of this great national effort. The combination of requesting by telephone and receiving by airmail, backed up by TWX or some other similar machine, will take care of the large majority of requests. The technology for this last method of providing physical access is fully developed today, but it is still not truly available to most people. It is essential that this form of service be strengthened and enlarged now. Indications are that machine retrieval may some day be a complete reality in all areas of information, but until this is true, it will be necessary to take care of most physical access by present methods. The accelerated growth of significant information makes it imperative that we adopt machine methods as quickly as possible, but at the same time proceed to strengthen present methods of physical access for use during the interim period, be it ten, twenty or more years.

Recommendation

The essential framework for effective federal action is now lacking because there is no agency within the federal structure with either the responsibility or the authority to see that an adequate solution is developed and implemented. Therefore, our fundamental recommendation as the essential first step is

> That there be established within the federal government a single agency with the responsibility to assure that there is ready access to all significant published information by all elements of the economy, and with the continuing budget support that will enable it to fulfill this responsibility.

It is emphasized strongly that this is not a recommendation for a monstrous, monolithic, federal agency to replace all existing channels for disseminating and providing access to information. There must be many channels for these purposes and basic library service is best provided, as it is now, by libraries directed and supported by the local community of users (whether this community is a city, town or other political division; a university, college, or other school; a corporation, or other commercial organization; or a governmental department or agency), and dependent on commercial publishers and distributors, and on scholarly functions in the whole process of access to information and its transfer, dissemination, and preservation. Each such community is expected to continue to provide the basic library services for itself capable of satisfying most of the community's needs, while the national agency's function is to augment these by providing for the common use of all libraries those collections and services that the local community cannot afford but can be supported only by the nation-wide community, and to provide a means for coordinating and standardizing the work of libraries, publishers, and associations, to avoid unnecessary duplication of their efforts and expenditure.

In the provision of these new, augmenting services, the national agency should have the authority to itself establish and support, directly or through contract with other organizations, the national service libraries and bibliographic facilities required.

Which of these alternatives the agency elects in each case should not now be specified in detail, in part because there is insufficient information to do so accurately, and in part because the system requirements, and the techniques for satisfying them, will undoubtedly change with time, and the national library/information agency must be free to change its actions accordingly. Indeed, the first function of the proposed agency must be to investigate the present system more thoroughly than any groups or organization now has the resources to do, initiate research on both technical (equipment) and functional problems, and itself determine its own best actions to fulfill the responsibility named above and to accomplish its mission. But what can be specified now are the major organizational requirements if this agency is to perform effectively.

First, the agency's responsibilities should be limited to national library services, that is to services to be made equally available to all the nation's libraries, including the federal libraries, rather than for it to attempt to combine basic library service to the federal government itself with service to the nation as a whole. The principle this recognizes is that the divisions, departments, and agencies, of the federal government need access to information for their own use, and as in universities, research establishments, industry, and other elements of the economy, the primary satisfaction of these needs requires a library directed by and primarily responsive to the needs of the agency being served. It is no more possible for a federal library, merely because it is federally supported, to give first priority attention to the needs of libraries in the nation as a whole from a collection and staff organized and supported primarily to serve the needs of a local community of users than it is for a non-federal library, such as that of a university, to do so. Such a federal library, getting its budget support from the federal agency served in order that the agency's information needs might be met, must organize itself so that it can best satisfy those needs, and give first priority in service to the individuals in that agency rather than to the more remote users in the rest of the country. From the other side, a library organized and responsible to serve the nation as a whole by augmenting what the local libraries can provide for their own communities of users cannot without conflict serve as the basic, primary, information source for one particular group. This is even less possible than to expect a single federal library such as the Library of Congress adequately to serve all the information needs of the Department of Defense, the Department of Agriculture, the Department of State, and all the others, and for these to give up completely their own libraries.

This conflict between service to the nation as a whole and service to a particular local group is greatest with respect to the provision of physical access, and is substantially less, though far from insignificant, with respect to bibliographic access. In the latter case, bibliographic descriptions and analyses prepared by a library for its own use can be duplicated or in other ways made available to other libraries without interfering with local access or needs. This has in fact been the basis for the Library of Congress catalog card distribution service.

Since the "national group" versus "local group" problem is well illustrated by Library of Congress activity, some description will be useful. Under its program, the Library of Congress has prepared and printed catalog cards for its own use in accordance with its own needs as the Library of Congress, and then merely printed additional copies for purchase by libraries so that they could take advantage of this cataloguing. This was, and is, very valuable in making it unnecessary for other libraries to duplicate the intellectual work of the cataloguing done by the Library of Congress. But this was not a complete solution to the problem of cataloguing even monographs and serial titles in all libraries because in many cases the cataloguing priorities established at the Library of Congress which were intended to be those best satisfying the needs of the users it has primary responsibilities to serve--the Congress itself--were different from the needs of other users throughout the nation, and in a great many other cases the Library of Congress neither acquired nor catalogues the publication at all since it was of insufficient interest to the needs of the Congress. To have changed priorities to satisfy the needs of the nation as a whole would have been a disservice to the needs of Congress itself; while to have acquired and catalogued titles out of scope to the Congressional interest could have been done only by diverting funds from other Library of Congress services, thus handicapping its primary mission of service to Congress.

The only practicable way of avoiding this conflict of interest is the one finally arrived at in this particular case--that is by giving another agency the funds to pay for the additional cataloguing to be done in the national interest, with authority to transfer these funds to the Library of Congress, as the best available agency to do this additional work with assurance that it would be consistent with LC's own cataloguing. This responsibility of the Library of Congress for service to the nation as a whole, being thus separately funded and staffed, does not compete with its services to Congress for support or priority in performance and continuation.

The pattern represented in miniature by this program of cataloguing one particular group of publications in the national interest is thus similar to the one here recommended for implementation of a complete national library system. It separates federal funding and responsibility for library services to the nation as a whole from funding and responsibility for library services to the federal community itself so that they do not come into conflict and neither one is forced into a secondary position. At the same time it does not preclude making available for the national benefit those services that the federal libraries perform for their own purposes that can without conflict be utilized nationally, and indeed establishes an agency to coordinate these more effectively.

In addition to the requirements above, one other appears to us to be of primary importance if the National Library Agency is satisfactorily to meet the national needs. This is that responsibility for determination of the Agency's programs and policies be vested in a board, commission, or committee, of persons representing the communities of users to be served. The actual administrative officers will of course be qualified civil servants, ultimately responsible to the President and Congress, and undoubtedly will come to these positions with experience gained in the user communities. But the needs and problems of these communities vary in detail and with time, and only those persons continually facing these in their daily work can remain fully familiar with them. Unless policies are guided and programs determined by those whom the agency serves there is grave danger of its becoming, despite the best will in the world, out of touch with current needs and too slowly responsive to new problems and new solutions. For this reason the agency and its director must be continually guided by a group representing the users.

Whether this body is a board or commission, legally responsible for program and policy guidance, or a committee charged merely with advising the actual administrators, perhaps practically makes little difference, though legal responsibility is more certain of effectiveness and is therefore recommended. But in any case such a group of experts in a position where its voice must be heard and heeded, without its having to hunt for a channel of communication and fight for an audience, is essential to keep the system continually and most effectively responsive to the national need and interest. This group must represent the ultimate individual users, major types of libraries, and the various agencies concerned with support of research.

There are several possible places within the federal structure where the National Library Agency might be placed, and several possible forms it might take. It might, for example, be established:

1. As a bureau or division within the Department of Health, Education and Welfare.
2. As an independent commission, similar in form to the Atomic Energy Commission, or as a foundation similar to the National Science Foundation and the National Foundation for the Arts and Humanities.
3. As an independent division of the Library of Congress.

1. If the responsibility for this function of assuring ready access to information by all elements of the economy is to be assigned to an existing executive department, the Department of Health, Education and Welfare is a more logical choice than any other, and indeed it has already been charged for some time with administering various programs of library aid. It is important to note, though, that no such National Library Agency is here recommended, and as is required adequately to solve the problem, now exists within the Department, and in fact the administration of even existing library legislation is now diffused through the Department so that there is no unified direction of all efforts toward the same goal. But only a single agency competently staffed with men and women of expert knowledge in the fields of librarianship and information handling, with the assigned responsibility to assure that all elements of the economy have ready access to all information, and with authority not limited to just one way of accomplishing this, or to only some aspects of the problem, can hope to insure a solution that avoids both unnecessary duplication and gaps in coverage.

2. The operational functions required of the Agency in fulfillment of its responsibility, and particularly its need to have the freedom to initiate research and to act dynamically and promptly in an environment of rapidly changing technology, might be better satisfied through the establishment of an independent commission, similar in form to the Atomic Energy Commission, or a Library Foundation similar in form to the National Science Foundation, reporting directly to the President and Congress. Either one

would undoubtedly make the complete centralization of responsibility and administration, and thus the unified approach that is essential to an economically practical solution to the information problem, easier than inclusion of the agency within the already complex bureaucratic environment of a large executive department such as Health, Education and Welfare. But despite these advantages, there are also disadvantages from the point of view of public administration in adding still another agency budgeted outside of a cabinet department.

3. Locating the National Library Agency under the Library of Congress would have the advantage of placing it more closely in connection with the largest single library within the federal establishment, and one that, although intended primarily to serve a federal agency (the Congress), is now also serving in some ways the library/information needs of the nation as a whole. But it has already been pointed out that the same agency cannot without disservice to one or the other serve the nationwide need when it also must satisfy the primary information need of a federal agency. This conflict could be avoided only by establishing the National Library Agency as a wholly separate agency from the Library of Congress itself, and with a wholly separate budget, the only connection being that both would be administered by the Librarian of Congress.

The major disadvantage of this location of the agency is that, even with separate budgets for the Library of Congress per se and the National Library Agency, under this arrangement the National Library Agency budget still remains on the Legislative Branch side rather than on the Executive Branch side, and thus gives an unfair impression of the actual purpose of the expenditure. A second disadvantage lies in the bifurcation of the responsibilities of the Librarian of Congress himself.

Balancing the advantages and disadvantages of these several possible locations and forms for the National Library Agency, we believe that although any one of them can be made workable, the administrative and budgetary relationships will be more logical and less conflicting if the Agency is made a separate office with the Department of Health, Education and Welfare. But we emphasize again that wherever located, and whatever form the National Library Agency takes, responsibility for assuming all national library/information needs are satisfied must be concentrated in a single agency; its function must not be weakened by combining responsibility for service to the nation as a whole with responsibility for primary service to the federal establishment itself; the agency must have broad authority to act directly or through grants or contracts with other federal, public, and non-profit agencies; and policy and program guidance must be provided by a board or committee representing the immediate and ultimate users of the system, to insure responsive and responsible guidance in the national interest.

Summary

1. The national interest requires that all users throughout the nation have ready access to information; such access should not be limited to a few geographic areas or to a few elements of the economy.

2. The problem of access to information is equally urgent for all fields of knowledge and not only natural science and technology; it includes no less importantly and no less urgently the information in the social sciences and the humanities.

3. The volume of information is so large that a great proportion of an individual's needs can be met only through library/information centers (which are here defined as any store, in any form, of information intended for the common use of some community of users).

4. The volume of information is so large, and is growing so rapidly, that even every community of users cannot afford to support for their own use a library/information system that can acquire, analyze, organize, and house, all of the information to which that community from time to time needs access.

5. The only practical solution to this dilemma, regardless of the techniques used (whether automated data processing, microforms, conventional publication forms, or a combination of these) is a system operating nation-wide that makes it possible for every library to do two things: identify readily the publications containing the information the patron wants and then to provide him, within a reasonably short period of time, with a copy in some form of all publications thus identified. Such a system can be achieved only by organization and coordination at the national level at least.

6. Since it is in the national interest, meaning by this the interest of all citizens, to assure ready access to information by all elements of the economy, and since this can be assured only by organization and support at the national level, therefore, support by the federal government is necessary to assure such access is not only justified but is its obligation.

7. The essential framework for effective federal action is now lacking because there is no agency within the federal structure with either the responsibility or the authority to see that an adequate solution is developed and implemented to serve all fields of knowledge and all users.

Recommendation

8. Therefore our recommendation as the essential first step toward an effective solution is that there be established within the federal

government a single agency with the responsibility to assure that there is ready access to information by all elements of the economy, to develop the most effective techniques and methods for accomplishing this goal, and that it be given the continuing budget support and operating authority that will enable it to fulfill this responsibility.

Adopted January, 1968, ALA Council

Social Responsibilities of Librarians

VOTED, That the Executive Board of the American Library Association supports the right of all library employees as individuals to express their opinions freely on pertinent questions concerning their social responsibilities. Currently the Board is cognizant of the concern of some members of the ALA about the continuing war in Viet Nam and that library employees may wish to participate in protest activities related to the war as part of their social concern.

The Executive Board, therefore, recommends that members of library staffs who may wish to participate in protest activities on social issues to express their concern be allowed to do so, without prejudice, under regular or special leave policies of the libraries affected. The Executive Board urges, however, that normal library services not be jeopardized.

November, 1969, ALA Executive Board

Voted, That staff members be permitted to participate in protest activities by using their vacation leave, or leave without pay, and that this leave be granted without prejudice.

Adopted November, 1969, ALA Executive Board

Intellectual Freedom

A suggested program of action:

I. The Office for Intellectual Freedom and the Intellectual Freedom Committee will announce that they are ready, willing and able to take action on complaints of violations of the Library Bill of Rights (personal and institutional) whether from ALA members directly through the state Intellectual Freedom Committees, or, indeed, from anyone else. After receipt of a written and signed complaint, the Office for Intellectual Freedom will supply a standard form, which should then be completed, signed, and returned to the OIF by the complainant.

II. After receiving the details of the complaint, in a proper form, it will be the responsibility of the IFC to determine whether it has jurisdiction and responsibility in terms of whether the problem is really one of intellectual freedom, and second, in terms of whether or not the IF Committee has the capacity to act.

III. The next step will be a determination by the IFC of the most appropriate course of action. Should the matter be referred to the ALA Library Administration Division, as a tenure matter, or to the American Civil Liberties Union, as one involving a very important civil rights issue, or, if the case involves or is likely to involve a lawsuit, should the IFC become involved only after a possibly adverse decision has been rendered and then file an amicus curiae brief in the likely appeal? In determining the most appropriate course of action, consideration should be given to the possibility of direct involvement of the local or state Intellectual Freedom Committee, as this seems either necessary or desirable.

IV. If there is to be involvement of the IFC, the next step is an impartial and objective investigation along the lines of the "Policy and Procedure Regarding Tenure Investigations," which was established for the Library Administration Division in 1949.

V. After the investigation, the IFC will recommend appropriate action to be taken, based on the facts gathered in the investigation. The IFC will then report its recommendation to the Executive Board of the American Library Association, which will implement future action.

Among possible recommendations for action could be the following:

1. Publication of the full or an abridged report of the facts in the case in the ALA Bulletin.
2. Summary statements of the results of the investigation to be sent to the national library and educational press, to national newspapers, and to other appropriate media, with a statement that copies of the full report are available from the OIF.
3. Suspension or exclusion from ALA membership for individuals and/or institutions involved.
4. Use of ALA's help, as seems appropriate, to assist individuals who have been dismissed or forced to resign under duress as the result of a censorship incident, so that they may find a suitable next job.
5. Appointing individuals who are victims of Library Bill of Rights incidents for temporary work as consultants to the OIF, working in or out of Chicago.
6. Listing in an official ALA publication of institutions adjudged in violation of the Library Bill of Rights (similar to the American Association of University Professors' list of "Censured Administrations").

Adopted June 23, 1969, ALA Council

PROJECTS AND PROGRAMS

Policy in Developing Projects for which Outside Funds Will Be Sought

This statement of policy is intended to guide and assist ALA units, including committees, round tables, boards and divisions, in the development of projects for which funds will be sought from foundations or other outside sources and in the seeking of such funds. It is hoped that this statement will be helpful to the procedures involved in obtaining grants and to the successful carrying out of projects.

Approval of Projects

Projects intended for submission to outside agencies should have the approval of the ALA Executive Board. This facilitates consideration by the agency which may very properly expect and insist that a project have the approval of the Association's governing body. Since requests for grants need to be made in the name of the Association, these must be formally accepted by the Executive Board because only the ALA, as a corporate body, and none of its units, is legally empowered to accept grants; in the same sense, the foundation or other agency would normally only make grants to the incorporated body.

Development of Projects

The responsibility for the full development of a project idea will normally rest with the initiating unit although the central staff services at ALA Headquarters are available for consultation and advice as needed or desired. Projects should be fully developed before presentation to the Executive Board, with financial details clearly shown and in language and form suitable for presentation to an outside source; the services and experience of the ALA Executive Secretary and Comptroller should be called upon in these respects.

Negotiations with Outside Agencies

At the time of approval by the Executive Board, the method of negotiation with the outside agencies must be agreed upon by the Board and the ALA unit submitting the project; the agencies to be approached must be approved by the Executive Board or its authorized officer.

Administration and Direction of Projects

The administration and direction of all projects shall rest with the ALA units which developed and submitted the project. However, in order for the Executive Board to exercise its responsibilities to the Association as a whole and to the fund granting agency, and in order, particularly, that it may be in a position to accept and assume the fiscal responsibilities which ultimately reside in the Executive Board, the procedures set forth below should be observed:

Personnel. Under a previous policy statement of the Board relating to the tenure of the ALA Headquarters staff (January 28, 1952), the position of the ALA Executive Secretary as the Headquarters officer responsible for personnel administration was reaffirmed. The selection of project staff (whether physically located at Headquarters or elsewhere) and the terms of appointment are, therefore, subject to his approval and he will provide the Comptroller with the proper authorization for the payment of salaries.

Disbursement of Funds. Proper arrangements and authorization for disbursements of budgetary items, in addition to salaries, will be given the Comptroller by the Executive Secretary who will act upon advice from the ALA unit involved in the project. The Comptroller, as the responsible salaried fiscal officer of the Association, shall make disbursements from project funds only when these are in strict accordance with the approved budget. Project staff should exercise extreme care in changing or otherwise altering expenditure figures within the budget and must not do so except upon assurances from the Comptroller that such alterations or changes are possible within the budgetary language and balances.

Reports. Progress and financial reports, both interim and final, shall be made to the Board and, as desired, to the fund granting agency. The ALA unit involved shall submit the progress and final reports; financial reports shall be submitted by the ALA Comptroller.

Adopted February 2, 1955, ALA Executive Board

Administration of Projects Supported by Grants

In accordance with the principle of the delegation of responsibility to those units of the Association which represent and act for the ALA in designated fields, projects supported by grants will be the responsibility of that unit (division or committee) which has been delegated the Association's responsibility in the primary area covered by project.

The assignment of a project to a particular unit will be made by the ALA Executive Board.

The Unit will be responsible for providing policy and administrative guidance to the project, usually through an Advisory Committee appointed by the division for this purpose. Project budgets will carry an amount sufficient to enable the Committee to carry out its responsibilities.

ALA Headquarters policy and administrative responsibility will rest in the unit office, if one; otherwise as assigned by the ALA Executive Secretary.

For those projects which substantially involve the activities and responsibilities of more than one division, there may be a joint advisory committee from the divisions. ALA Headquarters policy and administrative responsibility in these instances, shall be assigned by the ALA Executive Secretary.

For overseas projects, the ALA International Relations Committee (which advises the ALA International Relations Office) will, as a part of project development of overseas projects, make recommendations concerning the unit or units that will provide policy and operational guidance. Such advisory committees for overseas projects will normally include IRC representation. *Amended February 2, 1962. See addendum below.*

The unit concerned will participate in the development of the project statement unless there be compelling reasons which make this impracticable.

Adopted July 17, 1958, ALA Executive Board

Upon recommendation of the International Relations Committee amended to include the following in place of the present next-to-last paragraph:

Overseas Projects

"Overseas projects will be the responsibility of the ALA International Relations Committee, which advises the ALA International Relations Office. Subcommittees of the ALA International Relations Committee, with representation of the unit or units responsible for the primary areas covered by the projects, will be appointed to advise on policy and operations for overseas projects. The ALA Headquarters administrative responsibility will rest in the ALA Headquarters International Relations Office or other unit office as designated by the ALA Executive Director."

Adopted February 2, 1962, ALA Executive Board

Development of Program Activities

VOTED, That the Council of the American Library Association, in order to maintain Association programs for the improvement and advancement of library service to the country and conserve Endowment entrusted to the Association, approves in principle (1) an increase in the Association's dues scale; (2) the solicitation of financial contributions for the Association's total program, and (3) the return to Endowment of not less than 6% of General Funds annual income, exclusive of Conference and periodicals income, together with such other sums as the Executive Board may add at its discretion until the total used from Endowment for the Building has been returned.

AND FURTHER, That the Council requests the Executive Board to take all steps necessary to carry out the action included in the following statement from the Executive Board which was unanimously adopted by Council on June 23, 1960:

During the past few years there has been a constantly increasing demand for program activities on the part of ALA membership reflecting the growth of the Association, the effectiveness of the reorganization, and the generally improved climate for library development.

It is impossible to meet these program demands within our current income, so new sources of income must be found. The inadequacy of the Association's current income to meet its program needs is illustrated by the fact that the Program Evaluation and Budget Committee was obliged last week to cut $100,000 out of the budget requests for next year. In addition to the usual problem of lowering budget requests to the level of available funds, the following figures show how much more difficult the budgeting process will be by 1962:

1.	An estimated annual loss, beginning in fiscal 1961-62, in General Funds income because of a one million dollar withdrawal from Endowment to pay for new headquarters building.........	$ 39,000
2.	Estimated increase in annual building maintenance costs for the new building. (If the necessary 15,000 square feet of additional space were not provided in the new building--at a cost of $24,000 increased maintenance--the Association would be required to rent that amount of space--15,000 square feet at $5 per foot--at an annual cost of $60,000. This saving of $36,000 in reduced operating costs almost offsets the loss in endowment income.)............................	24,130
3.	Estimated annual increase for new staff salary scale...	20,000
4.	Estimated annual increase for improved staff pension plan.................................	20,000
	Total....................	$103,130

In order to help see the Association through the period immediately following the withdrawal of endowment, the Executive Board, at its meeting on June 19th, adopted the following proposals:

1. That an increase in dues, to aid the total program of the Association, be proposed to the Membership Committee; such an increase to be at a level which the committee determines prudent and practicable.
2. That specific authority be given for the solicitation of contributions for building or program from industries in fields allied to library service, provided the terms and conditions of such gifts are individually approved by the Board.

3. That specific authority be given for the solicitation of contributions for building or program generally from foundations under such general terms and conditions as the Board may approve.
4. That specific authority be given to offer to units of the Association, to local, state and regional library associations, and to individual members the opportunity to contribute to the total program of ALA.
5. That all necessary actions be taken to expand the endowment funds and insure Association commitment to return to Endowment, by annual payments, the endowment funds used for the building.
6. That the Board recognizes the financial needs are related to the Association's total program and are not restricted to the impact of the building needs; therefore, these plans for increasing all available funds are placed in the Board's Subcommittee on Investments.

The Executive Board hopes therefore that Council will approve the following resolution of policy, passage of which will aid greatly in carrying on the above program:

RESOLVED, That the Council of the American Library Association, in order to maintain Association programs for the improvement and advancement of library service to the country and conserve Endowment entrusted to the Association, approves in principle--

1. An increase in the Association's dues scale.
2. The solicitation of financial contributions for the Association's total program.
3. The return to Endowment of not less than 6% of General Funds annual income, exclusive of Conference and periodicals income, together with such other sums as the Executive Board may add at their discretion until the total used from Endowment for the building has been returned.

AND BE IT FURTHER RESOLVED, That the Council requests the Executive Board to take all steps necessary to carry out the action included in this statement.

Adopted June, 1960, ALA Council

Program Memorandum

Continuation and expansion of the Program Memorandum was strongly recommended for presentation to future PEBCO's because of the overall picture it offers of the Association's total programs and activities. Because of the information it contains, the Committee felt a wide distribution of this document should be made.

From PEBCO Minutes, January, 1961

Library Technology Project

VOTED, That the Executive Board approves in principle the following recommendations:

(1) That the present LTP Advisory Committee be removed from LAD jurisdiction and that, with enlarged duties and responsibilities, it become an overall ALA Committee;
(2) That the present Library Technology Project be absorbed into a newly established office of research and development which would be established as an ALA Headquarters Office administratively responsible to the ALA Executive Director and advised by the above committee...

VOTED, That the Executive Board accepts the proposed changes in Headquarters organization SM #60.

Adopted July 20, 1962, ALA Executive Board

National Union Catalog

VOTED, That because of the importance to American libraries of the publication of the National Union Catalog at the Library of Congress, and the desire and willingness of the American Library Association to encourage such publication and to be associated with the Library of Congress in such publication; and, because the magnitude and complexity of detail involved make it desirable that a single definite body have sole authority to act for the Association in all contractual and advisory matters required to accomplish said publication, the Executive Board of the American Library Association hereby affirms the authority of the National Union Catalog Subcommittee (ad hoc) of the Resources Committee of the Resources and Technical Services Division of the Association to act for the Association and to enter in the name of the Association into any contracts and agreements that in its view are needed to accomplish such publication, provided that all such contracts and agreements are first reviewed and approved by the attorneys and the Executive Director of the Association, and that such contracts and agreements shall not commit the Association to any expenditure of Association funds, or create any individual or personal liability on the part of any member of the Association.

Adopted November, 1965, ALA Executive Board

Office for Research and Development

VOTED, That the Executive Board authorize the Office for Research and Development to seek advice on research proposals from whatever source it deems advisable without regard to membership in the ALA.

Adopted April, 1967, ALA Executive Board

VOTED, That the ALA Executive Board accepts the Office for Research and Development as an ongoing program of the Association.

Adopted April, 1967, ALA Executive Board

ALA Goals for Action

The American Library Association, as an organization devoted to the service of society through libraries and librarians, has as its overarching objective the provision of adequate library service of excellent quality freely available to all. To achieve this objective, the association proposes a dynamic program looking to the provision of library services and informational resources to support education and research at all levels and to the provision of books for recreation and for continuing self-development.

American Libraries have made effective contributions to education, to research, and to the intellectual and cultural growth of our people.

While the library profession has reason to take some measure of pride in its past accomplishments and present strengths, the library system of our country--and, indeed, of the world at large--still suffers from grave deficiencies. Because of our belief that access to books and to other library resources are and increasingly will be of critical importance to the security of our country and to the development of a prosperous and peaceful world, the American Library Association has established the following major goals for the future:

1. The provision of public library service that will enable the public library to be a strong educational force to help every American fulfill his obligations as an informed citizen and achieve full self-development.
2. The provision in all educational institutions of library collections, services, and facilities fully adequate to support their programs of instruction and research and to stimulate a lively and continuing interest on the part of the student in reading and self-education.
3. Provision for rich collections to support research in all institutions or agencies so engaged, together with the establishment of a network between libraries to make available to all citizens the full range of their resources.
4. The development of a library profession adequate in numbers, education, training and personality to provide in all libraries service of the high quality needed.
5. Increased support for and development of an active and extensive program of research, experimentation, demonstration and evaluation in all fields of librarianship.
6. Continued efforts to secure and retain the commitment of all concerned with libraries to the principles of the Library Bill of Rights and the Freedom to Read statement, and to inform all people of the positions enunciated in these documents.
7. Increased participation in the development of libraries and librarianship throughout the world.
8. Mounting a vigorous and continuing program of public relations to make the American public increasingly aware of the contributions libraies make to society and to further local, regional and national programs of library service.

9. A publishing program responsive to the needs, concern, and goals of the library profession and the American Library Association.

To implement these major goals, the American Library Association considers necessary:

1. State and federal funds to stimulate and to help support the development of adequate library collections and services for all educational institutions.
2. Establishment of an adequate library consultative staff in every state department of education.
3. Adherence to American Library Association standards for school libraries by boards of accreditation and the further development and implementation of standards for college and university libraries.
4. Recognition by state boards of education, state legislatures, and college and university administrators of the increased library needs arising from growing enrollments and expanded curricula.
5. Instruction of students in and alerting of faculty and administrators of schools, colleges, and universities to the effective use of libraries and library materials.
6. Provision in university libraries, of resources and services adequate to support research programs at the honors, masters, doctoral, and post-doctoral level, as well as research programs undertaken on behalf of agencies of government.
7. Inclusion of libraries and library schools in programs for the support of higher education sponsored by government, business and industry.
8. Vigorous implementation of the American Library Association standards for public libraries.
9. Greater local tax support for public libraries.
10. Support for state and federal library legislation until every individual has equal access to good library service.
11. Stronger state library agencies through progressive legislation to implement fully the American Library Association standards for state library service, supported by fully adequate state appropriations, and provided with consultants for special services.

12. Effective patterns of organization of public libraries to provide a sound economic base for the development and support of a full range of library services, including support for local libraries.
13. Programs to assist the handicapped and disadvantaged through provision of special staff and materials specifically adapted to their needs, so that public and school libraries will provide reading and services for all.
14. State and federal legislation and foundation grants to assist with the financial problems of public libraries, especially where there are changing bases of tax support and increasing demands for service from suburban areas.
15. Increased recognition of the library trustee as the representative of the community, county, state and nation through whom the needs of adequate public library service are projected; as policy-makers of our nation's public libraries, effective trustee action is fundamental to library development and a continuing program of trustee education and involvement is essential.
16. Establishment of a library network of community, regional, and national coordinated reference, bibliographical and lending systems to meet the full range of informational and research needs, from the seeker after general information to the researcher and scientist working at the frontiers of knowledge, and the development and support of a national system for information retrieval.
17. Furtherance of cooperative programs to acquire and organize for use all publications of potential research use published abroad.
18. Encouragement of business, industry, and other organizations to develop strong special libraries and to integrate their services with those provided by the research libraries; and support for libraries called upon to provide special services to business and industry in their area.
19. Provision of strong library service for staff, patients, and inmates in hospitals and other institutions.
20. Establishment of the Library of Congress as the national library of the United States and recognition of the national responsibilities of other federal libraries.

21. Support of the national libraries so that the country may be assured of the resources and services which can best be provided by national libraries.
22. Intensified recruitment of personnel for library service at all levels adequate in number and qualified to provide the services required.
23. Improved salary scales and fringe benefits for all library personnel to raise them to levels attained in comparable fields; to attract to librarianship men and women with the personality and education needed to provide effective library service.
24. Improved utilization of manpower by job analysis leading to the improved use of professional librarians, non-professional assistants, trainees, and library aides.
25. Improved and extended programs of library education.
26. Adequate support of library schools to attract and keep faculty of the highest caliber and to provide fellowships and scholarships to attract and support students of high quality.
27. Provision of a program of continuing education and training for library personnel at all levels.
28. Increased participation in the activities of the American Library Association by all librarians, library trustees, and "friends of libraries."
29. Encouragement of education for librarianship in other countries; wider opportunities for people from other countries to study librianship in this country and to work as interns; and similar opportunities for American librarians to study abroad.
30. Development of increased support and greater opportunity for the exchange of librarians between other countries and the United States.
31. Provision of professional and technical assistance for libraries in developing countries through, for example, surveys, advisory bodies, and contractual relationships with granting agencies.
32. International cooperation in cataloging, bibliography, techniques, of documentary reproduction and interlibrary loans, including the development of international standards.

33. Provision of adequate funds for the support of fundamental research in library schools (including graduate and post-doctoral fellowships), and other agencies capable of conducting research.
34. Cooperation with other library organizations, learned societies, scientific associations and other groups in investigating the improvement and simplification of present methods of publishing and using the results of scholarship and research.
35. Establishment of standards and extension of testing services for materials and equipment used by libraries.
36. Continuous study and application of data processing and information systems in libraries.
37. Development of a continuous program of evaluation of library services to identify areas requiring research and development.
38. Availability on library shelves of materials which reflect all points of view on important controversial questions.
39. Continuing efforts to make all publicly supported libraries equally available to all people regardless of race, color or creed.
40. Support of legislation strengthening intellectual freedom, and opposition to any legislation designed to curtail such freedom.
41. Development of resources to support libraries or librarians whose defense of intellectual freedom is challenged.
42. Increased cooperation by the American Library Association, state library and education associations, state library and educational agencies and individual libraries, with national and local educational, social service, civic and cultural organizations to enlist the energies of such organizations in the achievement of these library goals and to assist in furthering their programs for social betterment.
43. Maintenance of close relationships with American publishers, advertisers, industry, the mass media, educational and lay groups, to promote the cause of good reading, of books, and of libraries as essential in our democracy.
44. Vigorous support for and participation in campaigns to promote reading and libraries.

Adopted June, 1967, ALA Council

Research Proposals

VOTED, That the Executive Board adopts the Checklist as guidelines to Handling Research Proposals.

Adopted May, 1968, ALA Executive Board

ASD Guidelines for Special Projects

Proposals for special projects should be considered in relation to these principles:

I. A project should serve the following *long-term* purposes:
   A. To contribute to the comprehensive body of knowledge based on experience, research, and/or creative thinking, in the fields of ASD responsibility in one or more of the following ways:
      1. By furthering the development of a sound philosophy in the fields of ASD responsibility
      2. By aiding in interpreting this philosophy to the library and related professions, and to the general public
      3. By stimulating library activities based on the philosophy and knowledge developed through the project
   B. To forward and strengthen the achievements already made under earlier grant projects, or to initiate, develop, and/or study other aspects of library service within the field of responsibility of the Adult Services Division
   C. To contribute continuing and significant influence in the field of library adult services.

II. A project should serve one or more of the following *immediate purposes:*
   A. To describe and to evaluate and/or interpret present practices
   B. To provide learning situations
   C. To encourage inventiveness and initiative
   D. To identify, recognize, and develop leadership
   E. To develop and refine methods of procedure
   F. To contribute specifically to philosophy, knowledge and/or skills in areas of recognized need

III. A project, within the scope of its immediate and long-objectives, should have as its *basis:*
   A. A definition of the specific area of service with which the project is concerned
   B. A demonstrable need in the profession in terms of:
      1. The stage of library development in the area

        of the project, particularly in relation to standards developed by ALA or its divisions
    2. Lack of information and resources in the area
  C. Respect for lines of authority, responsibility, and communication within the library field as a whole and in any library system involved
  D. Development of cooperation with appropriate units of the ALA, related organizations, and other disciplines toward the maximum use of skills and knowledge

IV. A project should add to the *scope* of the total divisional program in such ways as:
  A. Extending the geographic spread
  B. Involving a wide range of:
    1. Library administrative patterns
    2. Adult services activities and methods
    3. Community situations
    4. Categories of people to be served
  C. Developing new over-all project patterns

V. The plans for *administration* of the project should include:
  A. Assignment of final administrative responsibility to the staff at ALA headquarters
  B. Detailed descriptions of responsibilities and qualifications for staff at the national level, and when necessary at the state or regional level
  C. A realistic time calendar which gives adequate consideration to the elements of:
    1. Orientation
    2. Planning
    3. Development to the point where objectives are met
    4. Evaluation
    5. Reporting
  D. An assignment of the potential for continuing the activity without grant subsidy where such continuation would be appropriate.
  E. An itemized financial estimate

Adopted ASD January, 1959

STANDARDS

Use of ALA Standards

The PLA Standards Committee strongly recommends that each state survey its own library resources and draw up a library development plan to implement the standards of *Public Library Service: A Guide to Evaluation With Minimum Standards,* ALA 1956, as indicated in paragraphs 22-27, pp. 17-18. Interim goals adapted to local conditions should be used only as steps toward the achievement of these minimum standards.

The PLA Standards Committee is interested in and concerned with the active implementation of the standards incorporated in this document. However, the committee reminds state agencies, committees, and individuals using these standards for adaptation in any printed form that this is a copyrighted document and that the copyright is held by ALA. PERMISSION TO QUOTE MUST BE OBTAINED FROM THE ALA PUBLISHING DEPARTMENT. The policy under which the publishing department operates is "that restrictions be put on the use of quotations from ALA publications only 1) where the character of the quotation misrepresents the original content, or 2) where the publication or distribution of the material containing such quotations would interfere with the achievements of the publishing department's objectives."

The PLA Standards Committee recommends that all quotations from *Public Library Service* be exact quotations with identification of source, and that quotations be distinguished by special typographical treatment.

Approved by PLA Board, January, 1963

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"ALA Standards for College Libraries." ACRL. Reprinted from College and Research Libraries, July 1959. 8p. ISBN 8389-5048-5. ALA, single copy free, additional copies 20¢ ea.

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May, 1970.

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